

3. When is a Travel Plan required?

The requirements for a Travel Plan are determined by the size and type of development and a Travel Plan or Travel Plan Statement will be needed where relevant thresholds are reached. Table 1 details thresholds for each use class.

The thresholds are based on those set out in Appendix B of the Department for Transport *Guidance on Transport Assessment March 2007*. The thresholds for Use Class C3 are adapted to local needs in North Somerset, where the lower threshold for a Travel Plan is set at 60 dwellings, and 40 dwellings for a Travel Plan Statement.

In line with **National Planning Policy Framework**. All developments that will generate significant amounts

of movement should be required to provide a travel plan. Furthermore, North Somerset Council reserves the right to request a Travel Plan for any development where the Council considers that the transport impact will be significant. Where a mixed-use development is below the relevant threshold, but the combined development is considered significant, the Council will require a Travel Plan. Smaller developments delivered in phases are also likely to require a Travel Plan if the thresholds outlined are met or the cumulative transport impact is significant.

For all residential and business sites, the Travel Plan or Travel Plan Statement must be submitted as part of the planning application using the ‘Modeshift’

website. Schools are also required to complete an Interim Schools Travel Plan form. (Information on Creating a Travel Plan is set out in Chapter 9 of this SPD.) A Transport Assessment or Transport Statement will also be needed as part of the application (See Appendix A of the North Somerset’s **Highways Development Design Guide** for further information.)

Submitting a Travel Plan does not guarantee that a development will be acceptable from a planning perspective. Other supporting documents submitted as part of the application, such as the Transport Assessment, will need to show why the site is suitable.

Table 1 – Thresholds for a Travel Plan Statement and Travel Plan by development type

Development type	Threshold at which a Travel Plan Statement is required	Threshold at or above which a Travel Plan is required	Development type	Threshold at which a Travel Plan Statement is required	Threshold at or above which a Travel Plan is required
Food Retail	>250 – <800 sq m	800 sq m	Drinking Establishments	>300 – <600 sq m	600 sq m
Non-food retail	>800 – <1500 sq m	1500 sq m	Hot food takeaway	>250 – <500 sq m	500 sq m
Financial and professional services	>1000 – <2500 sq m	2500 sq m	Business	>1500 – <2500 sq m	2500 sq m
Restaurants and Cafes	>300 – <2500 sq m	2500 sq m	General industrial	>2500 – <4000 sq m	4000 sq m
			Storage or distribution	>3000 – <5000 sq m	5000 sq m



Development type	Threshold at which a Travel Plan Statement is required	Threshold at or above which a Travel Plan is required
Hotels	>75 – <100 units	100 units
Residential institutions – hospitals, nursing homes	>30 – <50 units	50 units
Residential institutions – residential education	>50 – <150 units	150 units
Residential institutions – institutional hostels	>250 – <400 units	400 units
Dwelling houses	>40 – <60 Units	60 Units
Non-residential institutions including colleges and further education.	>500 – <1000 sq m	1000 sq m
Schools*	See below*	See below*
Assembly and Leisure	>500 – <1500 sq m	1500 sq m
Other developments	Please contact NSC through our pre-application service in advance of submitting a planning application.	

Travel Plan requirements for other larger developments within North Somerset Council, including Bristol International Airport and Royal Portbury Dock are likely to require agreement on specific issues and solutions.

*All new schools, and extensions to schools that are likely to have a material impact on traffic movements, require a Travel Plan. We define a school as any educational facility for children up to the age of 16, including (but not limited to) nurseries, primary, secondary, academy, independent, Voluntary Aided and SEN.



6. Travel Plan fees

Option 1 fees

For North Somerset Council to implement the Travel Plan on the applicant’s behalf, a Section 106 contribution is required. The contribution is only repayable to the developer if the planning permission expires, and no building has commenced.

Table 2 provides guidance on the cost per dwelling required for the Council to implement a Residential Travel Plan over a 5-year period. The table also shows the contribution per dwelling towards sustainable travel vouchers. The vouchers will be offered to residents so that they can trial sustainable modes of travel without financial constraints. The vouchers can be spent by residents on a range of options, including bus tickets and cycling and walking equipment.

Table 3 shows guidance fees for the Council to implement a workplace Travel Plan over a 5-year period. In some circumstances, mainly for very large developments, travel plan measures and/or monitoring may be required for an extended period, and the fees will reflect this.

Table 2 – Option 1 Guidance fees for residential developments

Size of C3 Development	Contribution per unit for council to implement	Contribution for Sustainable Travel Vouchers
60 Dwellings	£280	£180
100 Dwellings	£250	£180
150 Dwellings	£220	£180
250 Dwellings	£190	£180

Table 3 – Option 1 guidance fees for business developments

Floor space	Number of Employees	Type of Plan	Cost for implementation by North Somerset Council (Guidance)	Cost per additional m ²
1500 – 2499m ²	Any	Travel Plan Statement	Met by owner/developer Advice available	Not Applicable
≥2500m ²	Up to 200	Travel Plan	£19,800	£2 per m ²
≥2500m ²	300	Travel plan	£21,800	£2 per m ²
≥2500m ²	400	Travel plan	£23,800	£2 per m ²
≥2500m ²	500	Travel plan	£25,800	£2 per m ²

The contributions will largely remain as standard as per Tables 2 and 3, however the council may negotiate higher contributions for sites with build out rates over several years, and where accessibility is considered particularly poor. Fees are subject to procurement costs, inflation and other costs which will be reviewed annually.

When implementing the Travel Plan, North Somerset Council will work in partnership with the business. With council officer support and guidance, business takes the lead on measures which the council are unable to directly implement. This includes, but is not limited to, car park management, Cycle to Work schemes and installing changing facilities.



Modeshift STARS website) as part of a planning application. If the school does not currently have a Travel Plan, they will be required to have an approved STARS Travel Plan in place prior to occupation of the new building.

In addition to this, an 'Interim School Travel Plan – Existing Site' form will need to be completed to provide the additional information required to support the planning application.

Further information may also be requested on a case-by-case basis. Once completed, the form should be uploaded to the school's STARS pages under the Planning Tab.

See Appendix 3 for more information on what needs to be included in a School Travel Plan.



11. Monitoring

The monitoring process is carried out after measures have been implemented and provides evidence of whether travel behaviour has changed. Monitoring for both delivery options will normally be biennially – years 1, 3 and 5. Requirements beyond 5 years will be agreed on a case-by-case basis e.g. For some major developments it may be appropriate to agree up to a 15-year period of monitoring. The data collected should be compared to baseline data and targets and used to inform the review of the Travel Plan.

At the planning stage, a Travel Plan must include a set of baseline travel data and a description of how monitoring will be undertaken. There should be detail of what data will be collected and how it will be reported on.

The monitoring programme needs to consider the following elements:

- frequency of monitoring
- a description of how surveys will be undertaken
- the duration of surveys
- the use of traffic counters
- resident/employee surveys and the survey return rate

- who will be responsible for the survey work and analysis of the results

The Travel Plan should clearly state who is responsible for monitoring compliance.

Under Option 1 the Council will carry out biennial monitoring, with reports uploaded to the Modeshift website.

Under Option 2, monitoring reports should be submitted through the Modeshift website. The timeframe and submission of these reports should be specified in the Travel Plan at the planning stage.



13. Enforcement and drawing on the bond

The progress of the Travel Plan will be evident through the monitoring and review cycle. The Council will seek to remedy any situation through negotiation and may require the developer to extend the implementation and monitoring period of the Travel Plan if adequate evidence is not submitted to show the measures within the Travel Plan have been implemented. This may incur additional monitoring audit fees.

In addition, where measures are not satisfactorily delivered, the council reserves the right to draw on the bond at any point during the 5-year life of the Travel Plan or after any extended monitoring period. The amount drawn upon would be calculated to allow the Council to implement site specific remedial measures.

Where measures have been satisfactorily implemented over the 5-year or extended period, the council will not draw on the bond.



Appendix 1 – Content of the Travel Plan Statement (create using Modeshift STARS)

1. About the site

Include basic information about the developer such as:

- Site name, address
- Details of occupation and build out
- Main contacts
- Details of Travel Plan Coordinator (If not yet appointed, the authors of the travel plan will be held accountable as the Travel Plan Coordinator until this field is updated).
- Aims and objectives of Travel Plan

2. Site audit

Provide detail of travel options to and from the site including:

- Location details, site plans, layouts
- Links to walking and cycling network and summary of infrastructure (e.g. cycle stands, storage facilities)
- Links to Public Transport network and summary of infrastructure (e.g. bus routes and stops, access arrangements...)

3. Sustainable Travel Action Plan

Provide detail of measures which will be carried out, cost provision and timescales for implementation.

A minimum requirement is:

- provision of Travel Information Packs
- personalised travel planning opportunity for all residents
- promotion of www.travelwest.info and www.betterbybike.info websites
- Provision and promotion of sustainable travel information available in estate agents, show rooms etc.

This is in addition to hard infrastructure measures such as cycle parking and electric vehicle charging points, as per the North Somerset **Parking Standards**.



A response rate of 30% and higher is acceptable for both resident and workplace travel surveys.

We require targets to be added. There should be a single car occupancy reduction target and growth targets for each mode of sustainable travel public transport use and reducing the need to travel. These targets are negotiable with North Somerset Council during the planning process.

5. Travel and Transport Issues

This section is to record issues at the development site as they arise

6. Sustainable Travel Action Plan

This is the key section to add, create and report on measures that support sustainable travel at the development.

Appendix 4 and 5 provides a list of measures which could be included. For plans to be approved, the minimum requirement in each section listed must be included. Further measures should be chosen based on the accessibility assessment and information compiled in the site audit and surveys.



Appendix 3 – Content of the Schools Travel Plan

Content for the Travel Plan should be entered into Modeshift STARS modeshiftstars.org/education as detailed in Chapter 9. Further detail of content required is included below.

Schools should read the Modeshift STARS document ‘User Guide – Getting Accredited’. Modeshift has produced a range of free resources, including guidance documents, campaign toolkits and educational resources that are suitable for both primary and secondary schools. For more information and access to your schools travel plan account on Modeshift STARS, contact the Schools Officer at sustainable.travel@n-somerset.gov.uk.

For a Schools Travel Plan required as part of a planning application, you will need to complete sections of a STARS online travel plan and also supply the additional information requested via the appropriate ‘Interim School Travel Plan’ form.

As a minimum standard we will be looking for:

- A designated Travel Plan co-ordinator (Travel Champion)
- Establishment of a working group
- Clear identification of the travel and transport issues at the site. (These are what the plan will seek to mitigate)

- Surveys and consultation exercises undertaken
- A range of initiatives to increase active and sustainable travel to the site that will be implemented before and after occupation
- Monitoring schedule

For existing sites, the STARS Travel Plan should be up to date and include a recent Modeshift survey of current and preferred travel modes. The Action Plan should also include sustainable travel initiatives that will be implemented before and after the development is completed.



Appendix 4 – Residential Travel Plan Measures

Measures listed in bold are a minimum requirement. This list is not exhaustive and North Somerset Council invite developers to incorporate new, innovative solutions within a bespoke Travel Plan.

Residential

Marketing the Travel Plan

Travel Information Packs provided to all new residents should contain:

- Contact details of the Travel Plan Co-ordinator
- Details of online journey planner
- Details of local sustainable travel modes available
- Local bespoke travel map
- North Somerset Cycle Map
- Advice leaflets
- Car share information
- Details of Borrow a Bike scheme
- Car Club information (if relevant)
- Bus timetables, ticketing options
- Sustainable Travel Voucher details

Packs should be easily accessible and designed to engage and inspire residents. For an example see www.travelwest.info/movinghome.

- **Information about the provision and promotion of sustainable travel available in estate agents, show rooms etc.**
- **Voucher for residents** to spend flexibly on sustainable and active travel. This might be on bus taster tickets or cycling equipment.
- **Personalised Travel Planning** with induction sessions and welcome packs for new residents and sales staff
- **Promotion of TravelWest and Better by Bike** www.travelwest.info and www.betterbybike.info websites
- **Sustainable travel information for residents available digitally** and on the development's website
- **Prominently placed notice boards** containing public transport maps, car sharing, car clubs, cycling and walking routes and related information
- Regular social media, travel meetings and roadshows for communication with staff
- Media for communication with visitors, accessible on an external web page or newsletter
- Community travel website and events

- Participate in national promotional events, for example National Bike Week, National Car Free Day, Bike2Work Days, The Travelwest Challenge
- Travel Plan Co-ordinator to join any local appropriate networks attended by other Travel Plan Co-ordinators. Network and Cycle Champion scheme
- Periodic issue of travel newsletter

Minimise single occupancy car travel

- **Provide directions to the site (inline and in marketing materials) that promote active travel, public transport and car sharing over solo car travel**
- **Promotion of a car-share matching service**
- **Annual event** for residents to meet each other with a view to setting up car sharing. This may be part of a wider sustainable travel event
- **Electric Vehicle charging points, as per North Somerset's Parking Standards SPD**
- Taxi-sharing service
- Delivery of a car club vehicle including discounted membership for residents
- Raise awareness of impact and costs of car ownership costs



- Promotion of cycle links to local key destinations
- Create a Bicycle User Group (BUG)
- Free cycle training sessions made available to staff
- Dr Bike maintenance days for staff to get their bike checked
- Cycle mileage rates for business travel

Promotion of Walking

- **Appropriate well-lit and signed footpaths**
- **Adequate site pedestrian access points**
- Set up a lunch time walking groups
- Changing facilities on site
- Servicing arrangements (where relevant)
- Provision for managing delivery and freight activity associated with the site, including during construction, for example through a freight consolidation centre or collaborative procurement
- Co-operation with other site users on common purchasing and recycling policies, to reduce delivery vehicle movements
- Local sourcing of materials/produce
- Measures to ensure site users have access to key facilities by sustainable travel methods
- Provision of no emissions vehicles to travel around large sites

Other

- **Review of company car policy, with a focus on grey fleet use**
- Convert all or part of business fleet to electric
- **Install electric vehicle charging points in line with standards set out in North Somerset Parking Standards SPD.** These should be available for public use
- Review of mileage rates and provide rates for those who cycle for business
- Provide electric pool bikes and encourage cycling for business travel
- Sign up to Click Travel or equivalent and encourage most sustainable travel modes for business travel
- Provide training for employees to learn about more economical driving
- Use a driving monitoring system to understand driver behaviour
- Use route planning to reduce fuel usage



Appendix 6 – Example Travel Plan targets

Workplace

- The percentage of employees driving to work will not exceed X%
- The number of weekday vehicle trips generated by the site when fully occupied will not exceed X
- A reduction in peak hour travel
- Possible additional targets for visitor, business travel, deliver etc.

Residential

- The number of car vehicle trips per occupied unit per weekday will not exceed X
- The number of weekday vehicle trips generated daily by the site once fully occupied will not exceed X
- A reduction in peak hour travel trips by X

Example of change in travel mode over 5-year period

Mode of travel	Baseline	Year 1	Year 3	Year 5
Works from home	6%	6%	7%	8%
Bicycle	3%	3%	4%	4%
Walking	10%	10%	11%	12%
Public Transport	6%	7%	8%	9%
Motorcycle	1%	1%	1%	1%
Car Share	6%	7%	8%	8%
Car	68%	66%	61%	58%

This publication is available in large print, Braille or audio formats on request.

Help is also available for people who require council information in languages other than English.

For all enquiries please contact the Transport Team
transport.policy@n-somerset.gov.uk