

# Travel Plans: Supplementary Planning Document (SPD)



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## Further Information

The council's website contains guidance on producing Travel Plans and links to many useful resources of guidance and information.

[www.n-somerset.gov.uk/travelplans](http://www.n-somerset.gov.uk/travelplans)

## Acknowledgments

Some sections of this Supplementary Planning Document are based on a document originally prepared by Colin Buchanan and Partners Ltd for North Somerset Council. Some wording has been based on guidance produced by Hampshire County Council, Surrey County Council and Somerset County Council, with their permission.



### **What is a Supplementary Planning Document (SPD)?**

SPDs are part of the Local Development Framework (LDF), which is a 'folder' of Development Plan Documents, and other related documents, setting out the planning policy context to development throughout North Somerset. A Local Development Scheme is produced as part of the LDF, which sets out the documents to be produced and key dates for consultation and anticipated adoption. SPDs provide greater detail on policies set out in DPDs but are not Development Plan policy.

This draft SPD has been prepared to support policies GDP5 and T/11 of the North Somerset Replacement Local Plan which was adopted in March 2007, having regard to national and regional planning guidance (and will support Policy CS10 of the emerging Core Strategy). It does not contain new policies or proposals and will be prepared in consultation with stakeholders although it will not be subject to public examination.



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### Formal Consultation

The Draft Supplementary Planning Document (SPD) was approved by the council Executive on the 21st January 2010. Consultation followed using the procedure for SPDs outlined in the council's Statement of Community Involvement (SCI).

This included the following:

- Making the document available for inspection at least at main Council offices and on the NSC website. A notice about the document ('Notice of SPD Matters') was made on the council website ([www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)) under the eConsult, Business Matters and Travel Plans sections and also on the Invest in North Somerset website: [www.investwest.org](http://www.investwest.org).
- The document was sent to all relevant organisations that have registered with North Somerset Council's eConsult, the largest one hundred employers in North Somerset, and to members of the North Somerset Travel Plan Network.
- Copies were sent to specific consultation bodies who may be affected by the SPD, and to the General Consultation Bodies as per Appendix 1 and 2 of the Notice of SPD Matters. A copy was also sent to South West Councils to seek confirmation that the draft SPD conformed with the Regional Spatial Strategy.
- Six weeks was allowed for consultees to respond, and all representations received within this period have been considered and a report prepared summarising the main issues raised and how they were addressed in this final SPD. This report and the Final Travel Plans SPD was then submitted to the Executive Member for formal adoption. The Final SPD was adopted on the 25th November 2010.

The following information is now available to the public:

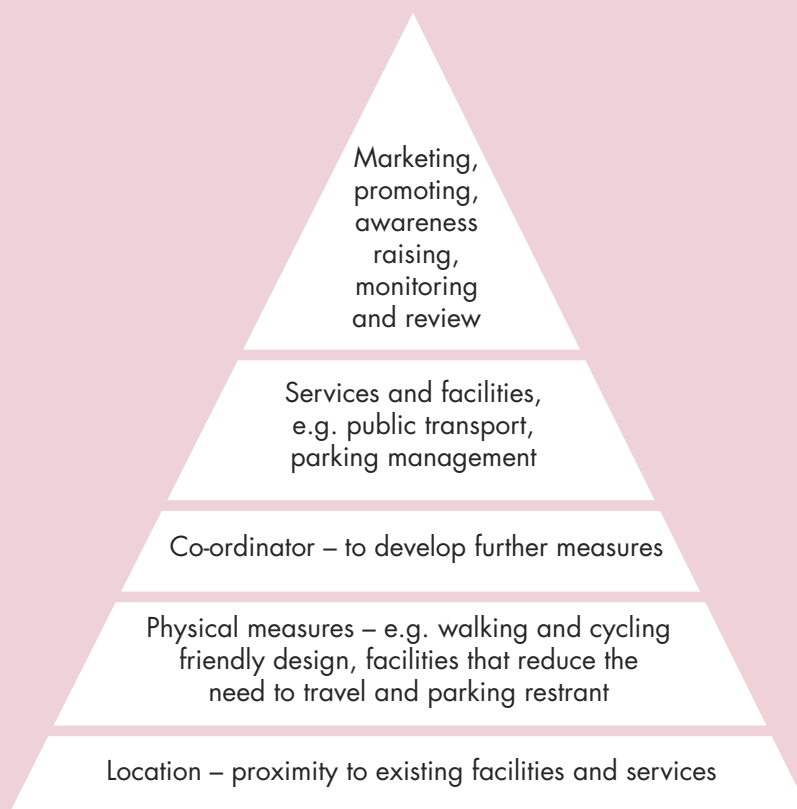
- An adoption statement – the Executive Decision Notice.
- The adopted final Travel Plans Supplementary Planning Document.
- A Statement explaining how representations were dealt with, in conformity with the SCI.

A sustainability appraisal is no longer a requirement for this SPD.

# Section 1 – Introduction

- 1.1 ‘A Travel Plan is a long-term management strategy for an occupier (or group of occupiers) of a site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.’** (Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfT 2009).
- 1.1.1 Travel Plans are a tool that has emerged over the past decade and are now an essential part of national, regional and local transport policy. They are recognised by Government as an important way of achieving improvement in transport and environmental conditions at the local level. With increasing pressure on the road network Travel Plans can help ensure the most effective use of what is a limited resource. Travel Plans also play a key role in the wider agenda as we progress to a lower carbon society. There is also a growing awareness of obesity and the need to promote healthier lifestyles.
- 1.1.2 Travel Plans are now a planning requirement for all new large developments. The requirement for a Travel Plan, either by a Planning Condition or Planning Obligation (S106 Agreement or Unilateral Undertaking), is so that the transport impacts of a particular development are managed by that development. Without an approved Travel Plan document the application would have to be refused. Whenever a Travel Plan is required, wherever possible **a Full or Framework Travel Plan document should normally be prepared and submitted with the planning application and should relate explicitly to the Transport Assessment.** Alternatively an Interim Travel Plan document may be submitted for approval where this is not practical, as a temporary solution, as detailed in this document. Early pre-application discussions with NSC officers are strongly recommended.
- 1.1.3 Travel Plans are not intended to solve existing problems via a planning application. To quote *Planning Policy Guidance 13: Transport* ‘unacceptable development should never be permitted because of the existence of a Travel Plan’. It may be that the development has other implications beyond travel, or simply that the long-term success of the Travel Plan cannot be assured. The requirement for a Travel Plan, either by a condition or a Section 106 agreement is that without these measures the application would have to be refused. This is in order to avoid the cost of expensive (and sometimes undesirable or impractical) mitigation measures falling on the council should traffic increase beyond agreed levels.

## Box 1.1: The Travel Plan Pyramid



The above 'Travel Plan Pyramid' illustrates the elements of an effective Travel Plan, which builds upon master planning and a suitable location for a given development.

1.1.4 Each Travel Plan is site-specific and tailored to the local problems and opportunities it seeks to address. North Somerset Council will require Travel Plans for the following types of development (refer to Section 2 for detail):

- Commercial
- Education (schools and Higher Education)
- Public sector (hospitals, local government etc)
- Residential
- Visitor, for generators of traffic such as tourism and sporting attractors
- Area-Wide Travel Plan – for a wider geographical areas or a complex of developments where no single Travel Plan could respond to the outcomes required (such as Weston Airfield).
- Construction sites that create significant levels of traffic may require a specific Travel Plan for the construction period.

***Depending on the development, the Travel Plan will apply to all transport-related movements and issues; including staff and employees (commuting journeys and business journeys including deliveries), visitors, service users, residents, and pupils / students.***

- 1.1.5 A **Residential Travel Plan** will be required for larger housing developments and focus on the origin of a journey rather than the destination. Residential Travel Plans will be particularly important in helping improve the sustainability of these developments. These seek to offer real choice in the way residents can access their needs, rather than expect a default reliance on the car. When combined with destination point Travel Plans there is great potential for reduced reliance on the car and more than one alone can achieve.

### **Box 1.2: Benefits of Travel Plans**

As well as delivering modal shift away from single occupancy car journeys, there may be a wide range of benefits in introducing a Travel Plan for all stakeholders involved in a development, which may include:

- Improving site accessibility and travel choice. Employers can attract a wider range of potential employees.
- Meeting environmental standards and reducing impact on the local community (for example reduced congestion, parking problems, noise, and better air quality).
- Cutting carbon emissions and their contribution to climate change.
- Improving the health of employees and reduce absenteeism through more active travel.
- Increasing business efficiency and equality.
- Reducing competition for parking spaces for those that have no option but to drive alone.
- Providing choice and quality access to key services (such as hospitals, education and shops).
- Meeting shareholder and customer demand for social responsibility.
- Satisfying Highway Agency concerns which may otherwise lead to the development being refused permission.

Early adoption of a Travel Plan can mean planning permission is more likely to be granted for expanding/relocating organisations. It can also help relocating organisations manage change and help staff adjust to the new location.

A significant amount of research has been carried out into Travel Plans in the UK and findings show that, on average, Travel Plans can reduce single occupancy car trips from around 5% to up to around 20% in urban areas. Their success is very dependent upon the location of a well-chosen site, the nature of the employment, and the level of investment in time and resources in the Travel Plan.



### **Box 1.2: Targets (Outcomes) For Travel Plans**

***The most important target is to reduce the single-occupancy vehicle modal share and/or the total number of motor vehicles accessing a site.***

Good practice has evolved, with the result that the main preferred approach to Travel Plans is that of 'outcomes' as distinct from 'measures'. In conjunction with the Transport Assessment and the guidance contained within *Guidance on Transport Assessment, Department for Transport (March 2007)*, specific targets (outcomes) are established by agreement on what should be achieved by the Travel Plan over time. There may be some situations where this is not appropriate, particularly for smaller developments. The advantage of this approach is that it is objective led, and should lead to a 'win-win' situation, as the agreed outcomes should be of benefit to all relevant parties, including the developer, occupier and local authority. Targets for Travel Plans support the wider Joint Local Transport Plan targets of improving access to educational and health facilities, and to employment.

To work, the approach needs the developer to commit to achieving specified targets and agree to a review and monitoring process. Failure to achieve such targets may result in the application of mitigation (remedial) measures, agreed as part of a Planning Obligation (S106 agreement or Unilateral Undertaking) or may delay the next phase of development until remedial action is undertaken.

Targets must be SMART i.e. specific measurable, achievable, realistic (but stretching), and time-related. Agreed modal-share targets will be set against the most appropriate background data, and an understanding of the propensity for modal shift, which will normally consist of one or more of the following;

- The iTRACE database (as data for North Somerset becomes available).
- The TRICS® database. Initially referencing comparable developments mainly in the south-east – over time more data will be available from local developments.
- Census data relating to work trips - according to destination for non-residential developments (origin for residential).
- Travel survey responses. To be used for relocating / expanding employers and in some instances for new developments.
- Use of Accession, the accessibility planning software.

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As a general rule the council will be seeking to achieve the minimum number of additional single-occupancy vehicle movements to and from the development. Typically reductions of around 10 - 20% over what would occur if no Travel Plan (i.e. 'business as usual') were put in place will be sought.

The variation is according to the locality and nature of the development, plans for future infrastructure and bus services, etc. Issues such as overflow parking exceeding that permitted for the development will be a key consideration (refer to the Local Plan Policy T/6 for current maximum limits, new limits are being considered which may supersede these). The Highways Agency may also request targets – refer to section 2.2.

- 1.1.6 This good practice document has been developed as a final *Supplementary Planning Document (SPD)* to aid the preparation of Travel Plans associated with new development in North Somerset. The purpose of this guidance is to;
- Assist developers in understanding when a Travel Plan will be required and add clarity, certainty and consistency to how they will be secured through a planning condition or obligation.
  - Explain the relationship between the Transport Assessment and Travel Plan.
  - Help ensure that Travel Plans secured through the planning process are of good quality and effective.
  - Outline the requirements for commitments from developers to sustainable travel and Travel Plans.
- 1.1.7 The purpose of the SPD is to provide certainty and consistency for all those involved in development related Travel Plans; developers, applicants and their agents, tenants/occupiers, and North Somerset Council officers.
- 1.1.8 It will form a material consideration in the determination of planning applications. Its purpose is to advise applicants on how North Somerset Council will apply Policy T/11 of the *North Somerset Replacement Local Plan* (Refer to Appendix 1) and Policy CS10 of the emerging *Core Strategy*.
- 1.1.9 **Travel Plan evaluation fees**  
The council has improved the service it offers (through the provision of iTRACE, refer to box 4.2) to make it easier for developers and occupiers to comply with Planning Condition and Planning Obligation requirements for a Travel Plan.

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The use of iTRACE can save the developer / occupier considerably on cost and time, particularly in meeting ongoing survey / monitoring requirements, but also in drawing up a Travel Plan document (iTRACE provides Travel Plan document templates, tailored by the developer / occupier completing an audit questionnaire). In addition a considerable amount of council officer time is now dedicated to advising on, securing, evaluating and managing Travel Plans for new developments. Therefore fees have been introduced to cover the costs the council incurs. These are explained in Section 3.

iTRACE also provides carbon calculations for business's travel activity. These calculations will be increasingly useful to organisations as carbon trading takes on greater importance. In particular the Carbon Reduction Commitment (CRC) was introduced April 2010. CRC has been designed to focus UK business on reducing carbon emissions through a new trading scheme. This applies initially to and has significant financial implications for 5000 public and private sector bodies.

***Details of background policy documents supporting the use of Travel Plans, and a wealth of guidance documents are included in Appendix 1.***



## Section 2 – Which developments require a travel plan?

### 2.1 Criteria and Travel Plan thresholds

2.1.1 The decision to request a Travel Plan is influenced by the scale of the development, using the following guidance based on the *NSC Replacement Local Plan (9.101)*:

2.1.2 A Travel Plan (and a related Transport Assessment – refer to below and Section 2.4) will be negotiated for all major developments as defined in table 2.1 below and for planning applications which are likely to have significant transport implications, including:

- Smaller developments comprising jobs, shopping, leisure and services which would generate significant amounts of travel in, or near to, Air Quality Management Areas, and in other locations where there are local initiatives or targets set out in the development plan or LTP for the reduction of road traffic, or the promotion of walking, cycling and public transport. This particularly applies to offices, industry, health and educational uses.
- All new independent schools, and extensions to independent schools likely to have a material impact on traffic movements. All state schools are obliged to have a School Travel Plan. A School Travel Plan promotes safe walking and cycling routes, can restrict access and parking at the school and makes provision for, amongst other things, on-site changing and cycle storage facilities. Off-site a Traffic Regulation order may be used to restrict parking in the local vicinity.
- Comprising or involving a significant increase in existing car parking provision (to be determined on a case by case basis) at employment, retail, or leisure sites, schools, colleges, hospitals or health centres.
- Where the Travel Plan will help address a particular local traffic problem associated with a planning application, which otherwise would be likely to be refused on local traffic grounds. (This category may include smaller residential, commercial, service or educational developments below the relevant thresholds). In congested areas / junctions small traffic volumes can be disproportionate in impact on the performance of the highway network.
- Where there is inadequate transport infrastructure in the area.
- For further information refer to *Guidance on Transport Assessment, Department for Transport (March 2007)*.



**Table 2.1: Travel Plan Thresholds table**

This table is a guide and should not be considered exhaustive (all figures Gross internal, meeting or exceeding these figures). Travel Plans will sometimes be required for developments below these thresholds.

***North Somerset Council will require payment of its Travel Plan Evaluation Fee for all developments meeting or exceeding the thresholds given below, whenever a Travel Plan is required. Refer to Section 3.2 for further information.***

| Land Use                        | Threshold at or above which a Transport Assessment and Travel Plan are required (m <sup>2</sup> and Ha)  |
|---------------------------------|--|
| A1 Retail – Food                | 800m <sup>2</sup>  |
| A1 Retail – Non food            | 1500m <sup>2</sup>   |
| A2 Financial and Professional   | 2500m <sup>2</sup>   |
| A3/A4/A5 Food and Drink         | 2500 / 600 / 500m <sup>2</sup>   |
| B1 including offices            | 2500m <sup>2</sup>   |
| B2 Industrial                   | 4000m <sup>2</sup>   |
| B8 Warehousing and Distribution | 5000m <sup>2</sup>   |
| C1 Hotels                       | 100 bedrooms   |
| C2 Residential Institutions     |  |
| • Hospitals and nursing homes   | 50 beds  |
| • Residential education         | 2500m <sup>2</sup>   |
| • Hostels                       | 2500m <sup>2</sup>   |
| C3 Residential                  | 80 units (basic travel plan measures may be required for >10 units, no fee will apply)   |
| D1 Non-residential institutions | 1000m <sup>2</sup>   |
| D1 Schools                      | State schools: All are already required to have a School Travel Plan.<br>Independent schools: All new schools and extensions to schools that are likely to have a material impact on traffic movements.  |
| D1 Higher and Further Education | 1000m <sup>2</sup>   |
| D2 Assembly and Leisure         | 1500m <sup>2</sup> (TA = 1000, check RLTP)   |
| Mixed-use developments          | Where a planning application covers mixed land uses, a single or overarching Travel Plan will be required covering the complete development. This will be where the sum of the combined pro-rata land uses meets the threshold. For example a development consisting of 60% of the B1 threshold (2500m <sup>2</sup> ) and 40% of the B2 threshold (4000m <sup>2</sup> ) would require a Travel Plan. |

Other developments including Bristol International Airport and Royal Portbury Dock

To be determined with reference to *Replacement Local Plan* and *Joint Local Transport Plan* policies, *Guidance on Transport Assessments (DfT) – Indicative thresholds for transport assessments (Appendix B)*, and other local authority practice.

- 2.1.3 The thresholds for Travel Plans set out in table 2.1 are derived from *Guidance on Transport Assessment, Department for Transport (March 2007)*, with some modifications to take into account Policy GDP/1 of the NSC Replacement Local Plan, where table 4.1 sets out thresholds. That table has now been largely superseded by the former guidance. Both the *NSC Replacement Local Plan* and *Guidance on Transport Assessment* state that thresholds given are for guidance only as to when a Transport Assessment and Travel Plan will be required. Travel Plans meeting these thresholds will normally be secured through a planning obligation (Section 106 agreement).
- 2.1.4 Where an existing development is expanding from below these thresholds to above and where a Travel Plan does not currently exist or has not been formalised, a Travel Plan will usually be a planning requirement as the size of the development site is then likely to be suitable for a Travel Plan.
- 2.1.5 North Somerset Council will be alert to, and not permit any benefit to be gained from the piecemeal subdivision of a site to circumvent Policy T/11. Sites in the same ownership, or where an ownership relationship can be proven, will be treated as a single planning unit/site and if the gross site exceeds the thresholds given in Table 2.1 then a Travel Plan will be required.
- 2.1.6 As stated above **North Somerset Council may also require a Travel Plan (and related Transport Statement without formal assessments being carried out) for other developments below these thresholds that would generate significant amounts of travel.** This may particularly apply (but not be limited to) to smaller developments that are part of a larger one and phased developments (where the planning application is limited to below thresholds development) and to extensions to existing sites (where the Travel Plan would apply to the complete site). Such Travel Plans can often be relatively simple and be secured as a planning condition. The Travel Plan Evaluation Fee will not apply to these developments, as substantially less officer time would be spent on them.

- 2.1.7 By setting threshold guidance for Travel Plans through the planning process, the council has met the aspiration in PPG13 (Appendix D paragraph 87) that local authorities should set targets for the adoption of Travel Plans.

## 2.2 The Highways Agency and Travel Plans

The Highways Agency (HA) has a clear policy to promote travel plans as an integral part of managing the capacity of the Strategic Road Network (Circular 02/2007). As an alternative to building additional highway infrastructure to accommodate traffic growth, the HA is instead seeking to reduce demand from developments (and their surrounding areas) with a combination of measures to promote sustainable access to sites. It will only permit developments which do not adversely affect strategic road traffic flows and look at these effects 10 years after. The Agency's approach to promoting Travel Plans supports the Department of Transport's (DfT) overall environment and climate change objectives.

The Highway Agency actively promotes the use of Travel Plans as a way of managing growth of traffic on to their network. This is outlined further in the Good Practice Guidelines: Delivering Travel Plans through the Planning Process (DfT 2009), which emphasises a shift towards a development management approach.

For developments that could significantly impact on the Strategic Road Network (M5 Junction 19 and 21 are particularly sensitive in this respect), representatives of the Highways Agency should be consulted throughout the process from the earliest stage. The current Highways Agency policy is to manage further traffic growth on its highway network by exploiting fully the opportunities provided by travel plans.

### **Expectations: pre-application**

Following the completion of the scoping and pre-application discussions, the applicant and local authority (both planning and transport authority together) should have:

- Resolved the form and content of the transport assessment and travel plan as an integrated process.
- Agreed the outcomes; management approach and measures sought taking into account the view of stakeholders including the Highways Agency and providers.
- Agreed the basis of monitoring and review programme including the approach to remedial actions if outcomes aren't being achieved
- Clarified early in the process how the travel plan is to be secured.

This will enable the Travel Plan to be submitted with a planning application. The Highways Agency's approach to Travel Plans is focused

on outcomes. All plans are tested against their ability to deliver no deterioration in traffic conditions on the Strategic Road Network 10 years after the application is approved. This approach is set out in Circular Roads 2/2007.

### **Expectations: determination**

The acceptability of the Travel Plan will need to be agreed in writing by the Local Planning Authority and Local Highway Authority (in consultation with the Secretary of State for Transport), in advance of occupation of the development.

It is essential that Travel Plans are rigorously monitored in order that an understanding of the effectiveness of the plan can be gained. This is useful to understand what changes have occurred over the period and also informs the local highway authority and Highways Agency to understand whether travel plan obligations or conditions are being met. Equally, staff / visitor travel surveys are one opportunity for further raising the awareness of the Travel Plan and sustainable travel initiatives.

The Highways Agency would expect a Travel Plan to include:

- The identification of targets based on transport assessment.
- The methods to be employed to meet these targets.
- Detailed travel plan management arrangements including identification of travel plan co-ordinator.
- The mechanisms for monitoring and review, taking into account phasing of the development.
- The mechanisms for reporting.
- The remedial actions in the event that targets are not met.
- The mechanisms for mitigation.
- Implementation of the Travel Plan to an agreed timescale or timetable and its operation thereafter, including actions on how it is to be managed.
- Where appropriate, financial provision for implementation and remedial measures.

## **2.3 Relationship with the Transport Assessment**

2.3.1 *Guidance on **Transport Assessment*** was published in 2007, by the Department for Transport and Department for Communities and Local Government.

The Guidance states (1.2) '*A Transport Assessment is a comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme and to improve*



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*accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport.'*

- 2.3.2 The guidance requires developments meeting the thresholds given in that document to (almost always) produce a Transport Assessment together with an intrinsically linked Travel Plan which should be written in parallel, and which is the principal outcome of the assessment process. This is because the Assessment assumes a given level of success of the Travel Plan. This is the case even if the transport impacts are within 'accepted' bounds as the advantages of Travel Plans are wide-ranging and not just about maintaining the status quo.
- 2.3.3 Therefore whenever a Transport Assessment is required, a legally binding Travel Plan with appropriate targets (outcomes) will also always be required. If the Travel Plan were not to meet its targets then there will be implications for one or more (but not limited to) the following; congestion, accessibility by non-drivers, local air quality, road safety, parking demand, and public health (through sedentary lifestyles). Mitigation measures will therefore be required where targets (outcomes) are not met.
- 2.3.4 For developments below the above stated thresholds or where the transport impacts will be relatively limited, a simpler Travel Plan Statement may often be required - without formal assessments being carried out.
- 2.3.5 The Transport Assessment is specifically written for the purposes of a planning application, whereas the Travel Plan will usually be written not only for the benefit of the application, but also for post planning and for users and occupiers. In both cases they should address the following issues:
- **Reducing the need to travel, especially by car** – ensure from the outset, that thought is given to reducing the need to travel; consider the types of uses (or mix of uses) to promote multipurpose or linked trips.
  - **Sustainable accessibility** – promoting accessibility by all modes of travel, in particular public transport, walking and cycling; assess the likely travel behaviour or travel pattern to and from the proposed site; develop appropriate measures to influence travel behaviour. The Travel Plan can help enable maximum safe and convenient access for all.
  - **Dealing with residual trips** – provide accurate quantitative and qualitative analyses of the predicted impacts or those residual car-based trips from the proposed development that cannot be reduced by the above. Ensure that suitable measures are proposed to manage

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these impacts (including demand for car parking which should normally be restricted to the level granted at planning permission). The Travel Plan can reduce the traffic impact associated with the development from a level that would ordinarily be expected.

- **Mitigation (or remedial) measures** – ensure as much as possible that the proposed mitigation measures avoid physical improvements to highways other than to benefit sustainable transport and promote innovative and sustainable transport solutions. Where there is any doubt that the Travel Plan will meet its targets (outcomes), further mitigation measures will be required which can be enacted if the targets are not met, secured by the Council through a Planning Obligation (S106 agreement or Undertaking). Refer to Section 3.3 for details.

***Refer to Guidance on Transport Assessment for further detail in producing a Transport Assessment.***



## Section 3 – The Council’s Travel Plan procedure

### 3.1 Submitting the Travel Plan

- 3.1.1 For developments exceeding the thresholds defined in table 2.1, it is expected that the developer or agent will normally consult with North Somerset Council officers prior to submitting the planning application to agree the scope for the Travel Plan before it is submitted. **The developer or agent would then submit the document with the application, which should be as a Full Travel Plan, but less commonly as a Framework Travel Plan, Interim Travel Plan or Travel Plan Statement according to what has previously been agreed with officers. Failure to do so may result in the application not being registered, or resulting on unnecessary delay.**

Where only a Framework Travel Plan or Interim Travel Plan is required at the time of the planning application, this will still need to demonstrate satisfactorily the developer’s intent. The document should offer clarity; particularly in the actions and measures that will be undertaken through the process. The Travel Plan document will always need to include targets (outcomes) or if not possible at the time of submission an approach agreed with NSC to how these will be determined. For further guidance refer to Appendix 3.

***More detail regarding what level of Travel Plan is required and at what point is provided in Appendix 2.***

- 3.1.2 If it is not submitted then the planning application will not normally be registered. If the Travel Plan document is generally adequate but requires further work the Applicant may be given the opportunity to rectify it, if planning permission deadlines permit. If it is considered that the Travel Plan will not be effective in addressing the transport impacts of the development, then the planning application may be refused.
- 3.1.3 It is important to recognise that a Travel Plan is a process that is based on a well-developed strategy, which requires ongoing review and improvement. The supporting Travel Plan document needs to be clear, comprehensive and relate to a specific organisation or development site.

***The format and structure of an appropriate Travel Plan document should be set out as per Appendix 3.***

- 3.1.4 In respect to Travel Plans it may also be appropriate to consider consultation with local communities as part of the expectations on developers set out in North Somerset Council's **Statement of Community Involvement**, particularly for major or 'significant' planning applications (please refer to paragraph 3.11 to 3.19 of the Statement of Community Involvement).
- 3.1.5 The preparation and implementation of the Travel Plan and its relationship to the development management process is outlined in Appendix 2. Table A2.1 indicates when specified tasks should be being carried out. There is a clear distinction between the travel planning process during the period up to determination of the planning application and afterwards. Implementation is a long-term process and the length and requirements of the identified stages will relate to how it has been secured.
- 3.1.6 Normally, the Travel Plan document will be finalised as far as is practically possible prior to determination. Changes to the document, between registration of the Travel Plan and determination, may also be made if deadlines permit. However, there may be instances where, for project timetable or other practical reasons, this is not possible and documentation needs to be finalised post-planning permission.

### **3.2 Travel Plan Evaluation Fees**

- 3.2.1 **Developers will be required to pay the council's standard Travel Plan Evaluation Fee for each planning application that requires a Travel Plan on commencement of build.**

The Fee will apply where a development meets or exceeds the thresholds detailed in Table 2.1. The Fee will also apply when an existing development is expanded so that it meets or exceeds these thresholds. The fee will be £900 but where the thresholds are doubled or further exceeded the Fee will be £2600. The fees are applicable to all application types (VAT does not apply). The fee will not apply to developments below the thresholds where a Travel Plan Statement is required. The fee level will be reviewed on an annual basis.

- 3.2.2 The fee will be secured through a S106 agreement or where a S106 is not otherwise required then through a Unilateral Undertaking. The trigger point for payment will be on commencement of build.
- 3.2.3 Such fees are consistent with the practice of other local authorities and the advice contained within Good Practice Guidelines: Delivering Travel Plans through the Planning Process (DfT, 2009).



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They are required to contribute to the council's costs of providing the following services:

### Pre-approval

- Assessment of Travel Plan documents submitted.
- Advice and recommendations to bring a Travel Plan to an acceptable standard.
- Site visits and travel expenses.

### During operation of the Travel Plan

- Approval of the Full Travel Plan document (where not approved earlier)
- Site visits and travel expenses.
- Administration of Travel Plan support.
- Evaluating monitoring data.
- Approval of planning conditions and obligations.
- Enforcement action where planning conditions and obligations are not met.

### Supporting services

- Provision of the iTRACE monitoring facility.

The fees **do not** cover or are separate to:

- Costs of monitoring the Travel Plan against its targets (except for access to iTRACE, refer to Section 4 and Appendix 3) which are the responsibility of the developer / occupier. Responsibilities will be set out in the Planning Obligation (S106 agreement or Unilateral Undertaking) where appropriate.
- The provision or implementation of other measures forming part of the content of the Travel Plan.
- The Planning Application fee.
- Any other fees that may be levied by the authority.

## 3.3 Securing the Travel Plan and legal considerations

3.3.1 As explained in Section 2.0, all Travel Plans in North Somerset will be secured through either:

A Planning Condition (where possible)

*Or more usually*

A Planning Obligation (S106 agreement or Unilateral Undertaking).

This provides confidence amongst all parties that the Travel Plan will be

fulfilled. Clearly, each application (and the legal mechanism through which the Travel Plan is secured) will have to be considered on its own merits both as to its potential transport impacts and its general acceptability in planning terms.

### 3.3.2 Travel Plans secured through a Planning Condition

Generally it may be anticipated that in smaller or more straightforward circumstances, where there is a known end-user, involving limited but clearly identified impacts (for developments close to or below the stated thresholds in table 2.1), it may be appropriate simply to impose a Planning Condition.

In such cases applicants will be required to introduce a package of straightforward awareness raising initiatives and appropriate measures related to the scale of the development. These initiatives form part of an approach to engender awareness of and support non-car modes of access.

Indicative wording for a Planning Condition requirement for a Travel Plan:

*No part of the development shall be occupied prior to implementation of those parts of the \*Approved Full Travel Plan as are capable of being implemented prior to occupation. Those parts of the Approved Full Travel Plan that are identified therein as being capable of implementation after occupation shall be implemented in accordance with the timetable contained therein and the agreed targets met, and shall continue to be implemented as long as any part of the development is occupied.*

\* This assumes that Approved Full Travel Plan is a defined term. This may instead refer to an Approved Draft Travel Plan or Approved Framework Travel Plan where these forms of Travel Plan are more appropriate at the planning permission stage.

### 3.3.3 Travel Plans secured through a Planning Obligation (S106 agreement or Unilateral Undertaking)

3.3.4 In the case of the types of development listed below a more rigorous approach will be taken in the form of an outcomes based Travel Plan secured through a Planning Obligation (S106 agreement or Unilateral Undertaking), with targets. They are used with monitoring and enforcement regimes. Typically this will apply to the following types of development;

## Travel Plans: Supplementary Planning Document (SPD)

- Major developments
- Mixed-use developments
- Speculative developments
- Where overspill parking is an issue

3.3.5 A Planning Obligation (S106 agreement or Unilateral Undertaking) is usually the preferred mechanism for securing the Travel Plan for the following reasons:

- A Planning Obligation runs with the land, so that it is easier for it to continue with a subsequent owner or tenant. In all situations the developer will be passing the requirement for a Travel Plan on to the **occupier** (and any succeeding occupiers). The Planning Obligation and covenants will be passed to successors in title;
- The planning authority is better able to enforce the implementation of the Travel Plan, for example, through legally binding funding arrangement.

3.3.6 Legally transferable covenants will be in place to ensure that measures necessary for the continued success of the Travel Plan are in place. In practice the legal requirement for this will be limited to the early years (typically first ten years) of the Travel Plan and suitable mitigation measures (and their funding mechanism) will need to be in place for this period, should the agreed Travel Plan targets (outcomes) are not being met.

This would normally be on a sliding scale, related to the missed targets, so that any default can be remedied at an early stage. Account would be taken of the reasonable efforts of the developer to implement the Travel Plan. Refer to Box 3.1 for further detail.

3.3.7 A Travel Plan is an ongoing process that is continually improved upon, therefore it is necessary that the Plan be in place for the lifetime of the development. After the formal monitoring period has ceased it is anticipated that the Travel Plan has been implemented as far as it reasonably can so long as successful measures continue to be implemented. The council should be consulted where a developer or occupier wishes to make changes that might compromise the continued success of the Travel Plan.

Our preference is for the developer to propose appropriate measures and how the on-going management of the Travel Plan will be funded (through a Travel Plan maintenance fund, specified payments, or financial guarantees such as a bond, cash deposit or an Escrow account), as this is more likely to lead to a mutually acceptable agreement. If we are convinced that these should be effective then they will be included in the agreed Travel Plan or where appropriate in a Planning Obligation.

## Travel Plans: Supplementary Planning Document (SPD)

- 3.3.8 Where proposed measures and guarantees are not adequate NSC will estimate the cost of appropriate measures and require the developer to provide a payment or funding mechanism, which can be called upon to implement the measures if targets (outcomes) are defaulted upon.
- 3.3.9 This approach is in effect delaying payments that would otherwise have been required at the start of the development. It gives the developer the opportunity to make the Travel Plan work through lower cost 'soft' measures, but if after an agreed time these measures have not reached the desired outcomes then the agreed measures and guarantees will be called upon.

In the first instance the expectation is that the developer will initially be responsible for the implementation of any corrective measures. If these are not adequate the local authority will then collaborate with the developer and call upon the resources that can be provided through the planning obligation.

- 3.3.10 Therefore any Planning Obligation must include mechanisms and staged measures to ensure that any failure to deliver the measures and outcomes set out in the Travel Plan can be remedied. A range of approaches may be contemplated and Box 3.1 below identifies a non-exhaustive list of those that may be considered for inclusion in the Planning Obligation. It should be stressed that any payments should be by way of impact (mitigation) charges, are not a penalty, and simply represent a suitable means of addressing any shortcomings in delivery.



*The West of England Travel Plan Awards recognises and rewards employers and organisations for their efforts in developing a Travel Plan. Contact North Somerset Council's Travel Plan Coordinator if you wish to apply.*

3.3.11 The Planning Obligation for such developments will set out in clear terms:

- The overall targets (outcomes) to be achieved by the Travel Plan.
- Measures to be implemented (depending on the type of Travel Plan and stage reached) and where relevant, payments to the local authority for these (for example, to enhance a bus service).
- For some speculative developments the process by which targets and some occupant dependent measures will be determined (where it has not already been possible to determine these).
- The process for the monitoring and review of targets and review of the Travel Plan as a whole.
- Any mitigation measures (and the means by which these will be paid for) where the targets are not being met, and how and when they should be imposed.
- Any procedure for the variation by means of amendment, substitution and/or addition, of such targets (outcomes) and/or indicators, or other measures.
- The person(s) or organisation that will prepare the Travel Plan (if not submitted), manage and thereafter be responsible for its management and maintenance, including the relationship with the local authority and other key stakeholders.
- Standard paragraphs for successors in title.

Paragraphs setting out forms of planning obligations dealing with the above items can be found in **Good Practice Guidelines: Delivering Travel Plans through the Planning Process** (Department for Transport, 2009).

***Refer to Box 3.1 for examples of how Section 106 agreements may be used to secure the outcomes of the Travel Plan***

3.3.12 **Mixed-use and multi-occupancy sites**

Where a development consists of a number of occupiers Travel Plans for individual occupiers may sit within a Framework Travel Plan - smaller units will have responsibilities that relate to the site's overall obligations. These may be secured through transferable Planning Obligations (S106 agreements or Unilateral Undertakings). However it may sometimes be impractical to ensure that the smallest / all subsequent occupiers engage with and promote the Travel Plan. In these cases measures can be taken by the assignee of the Planning Obligation to make non-cooperation less likely. For example;



## Travel Plans: Supplementary Planning Document (SPD)

- Incorporation into the leasehold or tenancy agreement.
- A parking regime that rewards co-operation.
- A rent-surcharge for non-cooperation.
- As non-compliance will be at the expense of the assignee of the S106, the developer / tenant will have the incentive to make sure that all tenants / sub-tenants / occupiers co-operate with the Travel Plan.
- A Transport Management Association (TMA) can manage mixed-use and multi-occupancy developments – these are business-led bodies that promote the sustainable transport agenda through partnership working within the business community. TMAs are well established in the USA and are beginning to be introduced in the UK, such as this one in Exeter: [www.sowtontma.co.uk](http://www.sowtontma.co.uk).
- A steering group or project board with representatives from all site occupants will help all occupants 'buy in' to the Travel Plan, work towards a common purpose and aid the implementation of measures.

### 3.3.13 Residential Travel Plans

Normally Residential Travel Plans will be secured through a Planning Obligation (S106 agreement or Unilateral Undertaking) to ensure the longevity and deliverability of the Travel Plan, and indeed a Travel Plan will be required to ensure the long-term success and attractiveness of the development. As a developer may not have a long-term interest in a particular site the work and funding (or funding mechanism) can be handed over to another body (in perpetuity) to carry out. The body could be a consultancy, a management company, a residents' committee, a community trust or steering group. In all cases the following will be required; a clear purpose, the ability to take action, accountability, funding and clear relationships between all relevant parties.

3.3.14 The Planning Obligation (S106 agreement or Unilateral Undertaking) will need to include how the cost of measures will be covered, monitoring and review, triggers for action, responsibilities etc. As Residential Travel Plans are relatively new some flexibility in achieving targets (outcomes) may be appropriate.

### 3.3.15 Monitoring

Where Travel Plans carry actions or targets (outcomes) secured by a funding mechanism the Travel Plan will normally be independently monitored using TRICS® (UK Standard Assessment Methodology for Travel Plans) as outlined in Section 4.

### **Box 3.1: How Planning obligations are used to secure the outcomes of the Travel Plan**

Planning Obligations (S106 agreements or Unilateral Undertakings) are normally used to secure the following examples;

- The implementation of measures, works, or promotional activities expected to contribute to remedying the failure to achieve agreed outcomes. These measures or works may have been previously specified in the Travel Plan but not carried out. Alternatively, with the written agreement of the council, alternative measures or works may be carried out.
- A specified change or series of changes in the way the site is used or operated in order to achieve a previously agreed outcome. These changes might either be permanent or only exist until a specified outcome of the Travel Plan (as originally drafted) is achieved, for example, the introduction of parking charges for employees.
- Specified payments to North Somerset Council to meet the cost of taking action to achieve the agreed outcomes; for example, to subsidise a bus service or introduce parking restrictions.
- Specified payments to North Somerset Council to implement certain measures that have been identified previously either within the Travel Plan, Replacement Local Plan, Joint Local Transport Plan, the emerging Core Strategy or the forthcoming Weston Package. Such works will need to be carried out by the council within a specified period or the payments will revert to the payer, and.
- A restriction on the build out or occupation of the development in the event that the Travel Plan fails to implement or achieve agreed measures/targets (outcomes).
- The payment could be to an area-wide scheme that contributes to influencing sustainable travel behaviour.
- In specific circumstances, access control measures may be required such as traffic signals that deter the attractiveness of the car to access a given site, and perhaps improve access by public transport.

Any financial payments can only be paid to North Somerset Council and should be limited in time. They can only be used towards achieving the agreed outcomes / targets through mitigation measures which need to be written as specifically as possible, and form an appendix to a Planning Obligation.

Some flexibility will be sought in how payments may be spent (for example to allow for changed circumstances), while adhering to the above tests. The terms may be later renegotiated in the light of change if both parties agree. Payments should be proportionate to the scale of the missed targets.

How the payment level will be calculated will depend on the site and development, but as a general guide will be equivalent to the public transport cost (return) of a three-mile journey to the site, per employee, per day, by which the target is missed. These payments would be limited to a maximum of around £200,000 - £300,000 for a major development (sufficient to fund a public bus route for long enough to determine whether it has a commercial future). Discretion will be exercised when such payments are proposed, and will only be implemented where there is a reasonable chance that the agreed outcomes will be reached. In almost all cases these payments can be avoided if the developer is able to otherwise achieve the agreed outcomes for a given site.

The Planning Obligation may also be used to secure the implementation of measures, which may not require a financial guarantee to secure them, but may be more controversial – such as charging for parking. This can give the developer some flexibility in their approach.

The five tests related to the appropriate use of planning obligations (as set out in *ODPM Circular 05/05*) will be adhered to when considering the Travel Plan as part of the legal agreement which are that it is:

- Relevant to planning.
- Necessary to make the proposed development acceptable in planning terms.
- Directly related to the proposed development.
- Fairly and reasonably related in scale and kind to the proposed development.
- Reasonable in all other respects.

### **Community Infrastructure Levy (CIL)**

North Somerset Council is considering implementing the CIL, which is seen as a means to obtain fair contributions towards the community infrastructure on which a development depends. In order to ensure that planning obligations and CIL can operate in a complementary way and clarify the purposes of the two instruments the CIL regulations scale back the way planning obligations operate. Limitations are placed on the use of planning obligations in three respects:

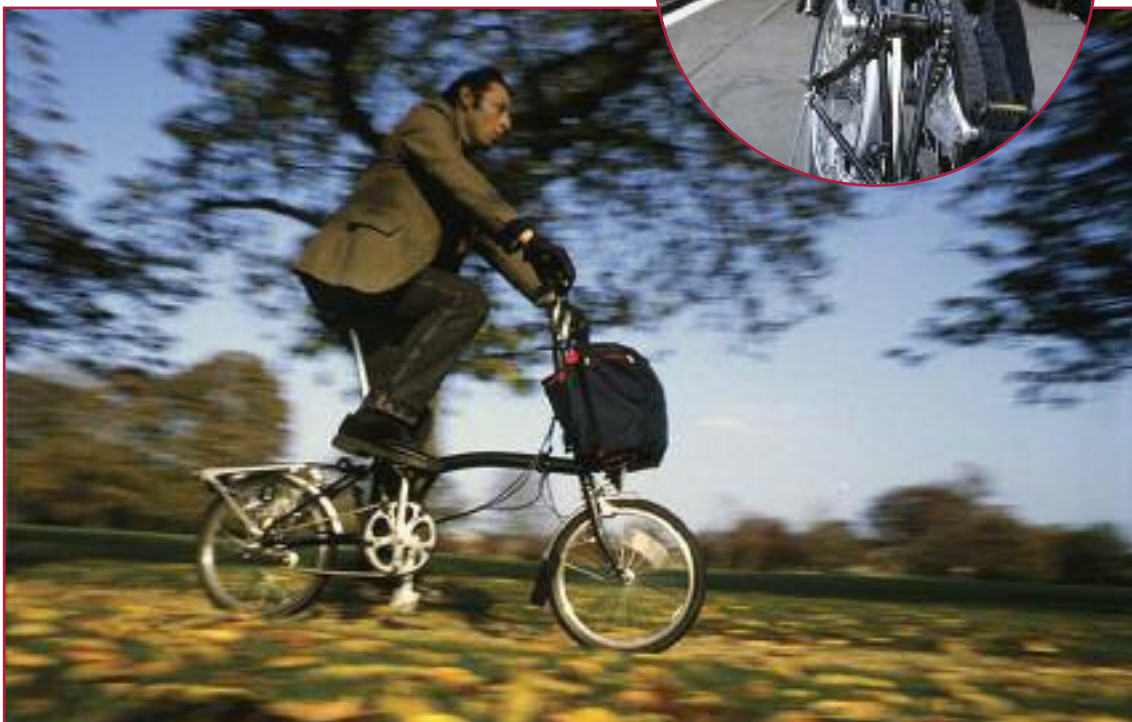
1. Putting the Government's policy tests on the use of planning obligations set out in Circular 5/05 on a statutory basis for developments which are capable of being charged CIL;

2. Ensuring the local use of CIL and planning obligations does not overlap; and
3. Limiting pooled contributions from planning obligations towards infrastructure which may be funded by CIL [ pooling contributions are not possible if CIL is adopted, or after April 2014 whether CIL is adopted or not].

The Statutory Regulations came into force in April 2010.

It is now unlawful for a planning obligation to be taken into account when determining a planning application for a development, or any part of a development, that is capable of being charged CIL, whether there is a local CIL in operation or not, if the obligation does not meet all of the following tests:

- (a) necessary to make the development acceptable in planning terms
- (b) directly related to the development; and
- (c) fairly and reasonably related in scale and kind to the development.



# Section 4 – Monitoring

## 4.1 Introduction to monitoring

- 4.1.1 Achievement of planning permission and an agreed Travel Plan document is only the first aspect of the Travel Plan process. This is the point where the work of influencing travel behaviour and meeting agreed objectives and targets (outcomes) really begins.
- 4.1.2 The process of ongoing monitoring, reporting and review is essential in ensuring an effective, well-managed, and fully implemented Travel Plan. Without this it will not be known whether the Travel Plan is succeeding. Failure to monitor and report, or an ineffective Travel Plan that does not meet its agreed objectives and targets will result in enforcement actions.
- 4.1.3 This section provides a standardised approach to monitoring and reporting and reflects national guidance. It is based upon existing best practice and has been developed to allow for greater consistency and certainty about the impact of Travel Plans within North Somerset.
- 4.1.4 Formal monitoring and review of Travel Plans will typically be required two or three times during the first 5 years. Requirements beyond 5 years will be agreed as part of the Travel Plan. For some major developments it may be appropriate to agree a 15-year time period of monitoring. Intermediate targets may be set for any monitoring stage, with appropriate mitigation measures which may be called on. This is so that a Travel Plan that is under performing may be steered back on track without a long period of delay.

North Somerset Council will retain the right to require more frequent monitoring (up to yearly) and beyond the initially agreed period in the event that targets in the plan are not being met. Otherwise, beyond the formal evaluation and review period, the Travel Plan would become a voluntary initiative, monitored on a voluntary basis. The owner of the Travel Plan will be able to call upon the free assistance of the authority's Travel Plan Coordinator in helping keep the Travel Plan alive, and will be encouraged to do this. Alternatively, further development may lead to a new planning obligation that superseded the original Travel Plan.

## 4.2 Monitoring Procedure

Two types of monitoring data (survey data) may be required – particularly for larger developments as detailed below. The onus and cost of monitoring rests with the developer, owner or tenant of the site.



### 4.2.1 **Type 1 Monitoring Data:**

This will be that derived from questionnaire based travel surveys undertaken either by the developer / occupier or on their behalf. These should ask employees (and visitors where appropriate) a range of questions regarding how they travel to the site and what would influence them to use alternatives to driving alone. The results of these surveys should be used to evaluate and review the Travel Plan. In the case of smaller developments where a Travel Plan has been secured by a simple Planning Condition Type 1 data alone will also be sufficient to determine whether the Travel Plan's targets (outcomes) are being met.

**For most workplace Travel Plans we would expect and request the developer / occupier to use the iTRACE survey facility.**

Residential Travel Plans can be monitored through household surveys (which include Travel Plan awareness questions as well as trip-based ones), or where appropriate trip counts on exit can be monitored. Planning Obligation (S106 agreement or Unilateral Undertaking) secured measures could also be related to car ownership where this exceeds pre-agreed levels.

### 4.2.2 **Type 2 Monitoring Data:**

Where a robust, independent and fair means of ensuring that the predictions / statements contained in a Travel Plan need to be monitored the developer will normally be required to use the UK Standard Assessment Methodology (SAM) for Travel Plans system developed by TRICS®, or an alternative equivalent agreed with North Somerset Council. This will usually be where measures or payments linked to a Planning Obligation have been secured. The use of these surveys will be minimised in order to reduce costs to the developer. Typically a baseline survey will be required (soon after occupation) and then at three-year intervals for up to a maximum of 15 years.

North Somerset Council may also, at its discretion provide a monitoring service through its Transport Data Unit, where the developer agrees to accept the authority of the survey data. This may provide substantial cost savings to the developer.

As Type 2 data is quantitative not qualitative, TYPE 1 surveys will also be required whenever Type 2 data is required.

The table below summarises the monitoring procedure, which identifies those situations where some information needed to prepare a full Travel Plan may not be available at the time of the planning application.

## Box 4.1: Monitoring Procedure

Type 1 or Type 2 monitoring data may be required at each stage indicated as described above.

|   | Pre- Planning Application |                          | Post-occupation survey and interpretation of results / reporting |
|---|---------------------------|--------------------------|--|
|   | Baseline travel survey    | Estimate trip generation |  |
| <b>New development site</b>                                       |                           | ✓                        | ✓  |
| <b>Expansion, or employees relocating to new development site</b> | ✓                         | ✓                        | ✓  |
| <b>Redevelopment of existing site</b>                             | ✓                         |                          | ✓  |
| <b>Residential Development</b>                                    |                           | ✓                        | ✓  |

*2carshare.com is provided by the West of England councils to facilitate car-sharing and is the largest scheme in the area. We encourage all employers to promote it. A private company site within 2carshare is an option.*



### **Box 4.2: How Is iTRACE Used?**

iTRACE is a web-based application to manage Travel Plans. North Somerset Council has invested in this system to assist both council officers and developers / occupiers improve the management and monitoring of all aspects of workplace and destination type Travel Plans (but not currently School Travel Plans). It ensures a robust, standardised approach is applied to the whole Travel Plan process. Once planning permission has been granted (or pre-application discussions entered into) the developer will be able to access their development's area of the website.

For most new development we would expect and request the developer / occupier to use the iTRACE survey facility. This provides the most straightforward and consistent method in providing NSC with this data. Where survey data is gathered by another means it is the developer's responsibility to enter it into iTRACE.

The iTRACE facility provides the following benefits and services to developers and occupiers:

- Online Site Audits
- Online or paper based staff surveys
- A Standard methodology
- Draft a Travel Plan document automatically
- Sophisticated mapping & database technology
- Fast and simple access to information including adding and editing details
- Analysis of individual Travel Plans against targets, planning conditions and obligations
- Calculation of the CO2 emissions of an organisation's travel activity

iTRACE uses your standard Internet Browser and no further software is required.

***For further information refer to  
<https://southwest.itrace.org.uk>  
or North Somerset Council***

### **Box 4.3: How is TRICS used?**

TRICS® has devised its Standard Assessment Methodology to provide a means of measuring trip-rate and modal share targets, particularly those associated with Transport Assessments (TA) and related workplace Travel Plans. The approach has been endorsed by a significant number of local authorities across the UK and the Highways Agency. The survey method involves trained observers recording vehicle movements at a site on a randomly chosen day. The requirements are set out in the downloadable *UK Standard for Measuring Travel Plans Impacts* leaflet.

The standard provides a robust and fair means of ensuring that the predictions / statements within a TA and Travel Plan are actually delivered and measured against the undertakings committed to in the planning application.

The principal stages in which TRICS may be used are as follows:

#### **1) Transport Assessment**

Using one of the following:

- A multi-modal (TRICS compliant) survey if an existing user is expanding on site, or moving from a site elsewhere. Data should be made available to the TRICS database.
- TRICS multi-modal data from the database used to establish trip rates by all modes and set targets (outcomes).

#### **2) Set Travel Plan Targets (outcomes)**

The targets (outcomes) established within the TA are then applied to the Travel Plan which accompanies the planning submission, or which are agreed or refined at a later date. A subsequent post-occupation survey can be used to refine targets.

#### **3) Post Development Monitoring**

Post development surveys are undertaken at the agreed intervals in full accordance with the TRICS multi modal survey and submitted for inclusion within the TRICS database.

***For further information refer to [www.TRICS.org](http://www.TRICS.org) or North Somerset Council.***

***Equivalent alternatives to TRICS may also be used with the agreement of North Somerset Council.***

## Appendix 1 – Travel Plans Policy and Guidance

### National Policy

**Planning Policy Guidance 13** (Transport, 2001). This sets out a strong imperative for Travel Plans and any arising planning obligation. It states that Travel Plans must be submitted with all planning applications for developments that are likely to have a significant transport impact. The threshold of significance is the same as for a Transport Assessment for each land use. [www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance](http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance)

#### Extracts from Planning Policy Guidance 13

Paragraph 89. *“The Government considers that Travel Plans should be submitted alongside planning applications which are likely to have significant transport implications... However, unacceptable development\* should never be permitted because of the existence of a travel plan.” \* In an unsustainable location, for example.*

Paragraph 90. *“Where Travel Plans are to be submitted alongside a planning application, they should be worked up in consultation with the local authority and local transport providers. They should have measurable outputs, which might relate to targets in the local transport plan, and should set out the arrangements for monitoring the progress of the plan, as well as the arrangements for enforcement, in the event that agreed objectives are not met. They might be designed for the applicant only, or be part of a wider initiative, possibly organized by the local authority, involving other developments in the area.”*

Paragraph 91. *“...Conditions attached to a planning permission will be enforceable against any developer who implements that permission and any subsequent occupiers of the property. Planning obligations will be enforceable against the person who entered into the obligation and any person deriving title from that person.”*

**Good Practice Guidelines: Delivering Travel Plans through the Planning Process** (Department for Transport, 2009). Policies and best practice used to secure Travel Plans for new developments. Revised edition. [www.dft.gov.uk/pgr/sustainable/travelplans/tpp/](http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/)



## Local Planning Policy

**North Somerset Replacement Local Plan (2007).** Policy T/11 Travel Plans and sections 9.99 to 9.101 define when a development will be required to produce a Travel Plan. Section 9.100 refers to the production of this Supplementary Planning Document (previously known as Supplementary Planning Guidance).

[www.n-somerset.gov.uk/Environment/Planning+policy/Replacement+Local+Plan](http://www.n-somerset.gov.uk/Environment/Planning+policy/Replacement+Local+Plan)

### **North Somerset Replacement Local Plan**

#### **POLICY T/11 – Travel Plans**

This policy applies to developments likely to have significant transport implications, including:

- i. major residential, commercial, service and educational developments;
- ii. smaller developments that would generate significant amounts of travel;
- iii. new, or significantly extended schools; (all state schools are obliged to have a School Travel Plan).
- iv. development comprising or involving a significant increase in existing car parking provision at employment, retail or leisure sites, schools, colleges, hospitals or health centres; and
- v. development proposals in locations where traffic conditions have been identified as a matter of concern by the local highway authority.

Travel Plans will be required for all such developments; these will have as their objective the reduction of car use to and from the development site and the delivery of other sustainable transport objectives, related in scale and kind to the development.

Planning conditions will be attached, or a planning obligation sought, to require adoption of the Travel Plan prior to occupation. Except in the case of residential development, these provisions will aim to ensure that the Travel Plan:

- a) is legally enforceable against the initial and subsequent occupiers; and
- b) is monitored and regularly reviewed and that updates to it are submitted to and approved by North Somerset Council.

Planning conditions or planning obligations may provide for the re-imbursement of costs reasonably incurred by the Council in monitoring compliance with the Travel Plan.

**Second Joint Local Transport Plan (JLTP)** (West of England Partnership, 2006). This emphasises the effectiveness of Travel Plans and the requirement for them to mitigate the transport impacts of new developments. [www.westofengland.org/transport/joint-local-transport-plan](http://www.westofengland.org/transport/joint-local-transport-plan)

The West of England Partnership is currently working on the **Third Joint Local Transport Plan (JLTP)** which will cover the period 2011 to 2026. Refer [www.travelplus.org.uk](http://www.travelplus.org.uk) for further information on this and other West of England travel and transport initiatives.

### Local Community Planning

**Statement of Community Involvement (NSC, 2007).** The Statement of Community Involvement (SCI) shows how we will involve the local community in the planning process in North Somerset and deals with the consultation procedures the council should follow when it prepares all the documents contained within the Local Development Scheme (LDS). This includes Development Plan Documents (DPDs) and SPDs (such as this Travel Plans SPD document).

#### **North Somerset Sustainable Community Strategy**

The North Somerset Sustainable Community Strategy (2008 – 2026) is the district's overarching strategic document. Developed by the North Somerset Partnership, it provides a shared vision for the local area and ensures that the business, public and community voluntary sectors work more effectively together to improve quality of life for local communities.

The Partnership's vision for transport in 2025 is 'to have a transport system that is sustainable and effective with people choosing to walk, cycle and use public transport, with the priority objective to 'Increase transport choice and promote accessibility to everyday facilities for all, maximising and developing our transport network and reducing congestion'.

It aims to 'encourage more sustainable patterns of travel and tackle road congestion', through working with businesses and other organizations to promote sustainable transport options, including through Travel Plans.

For further information refer to:  
[www.northsomersetpartnership.co.uk/](http://www.northsomersetpartnership.co.uk/)

## Local Area Agreement

Local Area Agreements (LAAs) are three-year agreements, with targets negotiated between the local strategic partnership and the Government. The North Somerset Local Area Agreement was adopted in July 2008 and includes two challenging climate change targets for the district, to be met by 2011:

- **Reducing CO2 (NI186)**

The North Somerset Partnership aims to reduce North Somerset's CO2 levels by 4% every year until 2011 (total per capita reduction of 12.5%).

To achieve this target, North Somerset Council, and its partners, will work with local communities to reduce overall carbon emissions in the district by encouraging behaviour change and applying practical measures to reduce emissions from housing, business and, most significantly – transport.

- **Planning to adapt to Climate Change (NI188)**

Recognising that the district will have to adapt to a changing climate, this target commits North Somerset Council and its partners to raising awareness and ensure that, by 2011, all levels of strategic and emergency planning take account of the effects of a changing climate. The need to move towards more sustainable patterns of travel will form a major part of these adaptation plans.

## General

### The Essential Guide to Travel Planning

(Department for Transport, 2007). How to develop and implement a Travel Plan drawing on tried and tested experience.

[www.dft.gov.uk/pgr/sustainable/travelplans/work](http://www.dft.gov.uk/pgr/sustainable/travelplans/work)

### Guidance on Transport Assessments

(Department for Transport, 2007). This document adds clarity to what is expected when a Transport Assessment (or Statement) is required and adds clarity to the relationship between the Transport Assessment and Travel Plan.

[www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta](http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta)

### Delivering Travel Plans through the Planning Process

(Department for Transport, 2009).

[www.dft.gov.uk/pgr/sustainable/travelplans/tpp/goodpracticeguidelines-main.pdf](http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/goodpracticeguidelines-main.pdf)

### **Making Travel Plans Work: lessons from UK case studies**

(Department for Transport, 2002). Analysis of a range of successful Travel Plans and what made them work.

[www.dft.gov.uk/pgr/sustainable/travelplans/work](http://www.dft.gov.uk/pgr/sustainable/travelplans/work)

### **Travelling to School – A Good Practice Guide**

(Department for Transport, 2004). This guide for local transport and education authorities describes what schools, local authorities and bus operators around England have been doing to promote walking, cycling and public transport.

[webarchive.nationalarchives.gov.uk/+/](http://webarchive.nationalarchives.gov.uk/+/)

[www.dft.gov.uk/pgr/sustainable/schooltravel/travelling/](http://www.dft.gov.uk/pgr/sustainable/schooltravel/travelling/)

### **Making Residential Travel Plans Work**

(Department for Transport, 2005). A guide intended to help local authorities, developers and their consultants in this emerging area of travel planning.

[www.dft.gov.uk/pgr/sustainable/travelplans/rpt/](http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/)

### **Smarter Choices: Changing the Way We Travel**

(Department for Transport, 2004). The influence of 'soft' factor interventions on travel demand, including Travel Plans, marketing and awareness raising campaigns and teleworking.

[www.dft.gov.uk/pgr/sustainable/smarterchoices](http://www.dft.gov.uk/pgr/sustainable/smarterchoices)

### **The Stern Report**

(HM Treasury, 2006). This makes clear the urgency and economic importance of addressing climate change and the need to cut carbon emissions by 60% by 2050. Transport is one of the biggest contributors of climate change emissions and is referred to as one of the more difficult areas in which to make reductions for a variety of reasons. According to DfT figures, transport made up 29% of all UK carbon emissions in 1994 and is forecast to rise to 31% by 2010. Travel Plans are a clear and positive measure that all businesses can develop and benefit from, that make a positive contribution towards reducing these emissions. 18% of all carbon emissions are from personal transport – there is thus also a compelling imperative for residential Travel Plans.

[www.hm-treasury.gov.uk/independent\\_reviews/stern\\_review\\_economics\\_climate\\_change/sternreview\\_index.cfm](http://www.hm-treasury.gov.uk/independent_reviews/stern_review_economics_climate_change/sternreview_index.cfm)

### **Making the Connections – Final Report on Transport and Social Inclusion**

(Cabinet Office, 2003). This report examines the problems that people from disadvantaged groups or areas face in accessing work and essential services. A new framework of 'accessibility planning' has evolved, involving local planning authorities and key providers of public services.

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Accessibility will be given greater weight in land-use planning decisions. New Local Development Frameworks will identify gaps in local service provision and suitable sites for the development of services to fill these shortfalls. Also, revised Planning Policy Guidance will encourage the development of workplaces and key services that are accessible to people who live in deprived communities.

[www.dft.gov.uk/pgr/regional/ltp/accessibility/overview/whatisaccessibilityplanning](http://www.dft.gov.uk/pgr/regional/ltp/accessibility/overview/whatisaccessibilityplanning)

[www.cabinetoffice.gov.uk/media/cabinetoffice/social\\_exclusion\\_task\\_force/assets/publications\\_1997\\_to\\_2006/making\\_transport\\_2003.pdf](http://www.cabinetoffice.gov.uk/media/cabinetoffice/social_exclusion_task_force/assets/publications_1997_to_2006/making_transport_2003.pdf)

### Organisations, Websites and Software

#### **ACT TravelWise –**

The UK network for all organisations working to promote sustainable travel. It supports members in their work to promote sustainable travel through provision of learning opportunities, partnership working, marketing support and networking events, all with a specific focus on building expertise and experience in travel planning and other cost-effective demand management measures.

[www.acttravelwise.org/](http://www.acttravelwise.org/)

#### **National Business Travel Network –**

A business-to-business network which enables companies to share best practice and promote the rationale for Travel Plans and Smarter Choices. Through research and practical case studies, NBTN is developing and demonstrating the strong business case for workplace travel planning.

[www.nbtn.org.uk/](http://www.nbtn.org.uk/)

#### **Campaign for Better Transport –**

Works to create sustainable transport policies and programmes. Formally known as Transport2000.

[www.bettertransport.org.uk/](http://www.bettertransport.org.uk/)

#### **Energy Savings Trust –**

Advice on alternative fuels and fleet management.

[www.energysavingtrust.org.uk/fleet/](http://www.energysavingtrust.org.uk/fleet/)

#### **Better By Bike –**

Website operated by the four West of England councils to provide comprehensive cycling advice, information and local maps

[www.betterbybike.info/](http://www.betterbybike.info/)



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### **LifecycleUK -**

Bristol-based charity which aims to inspire people and to equip them with the skills, the knowledge and the confidence to make cycling part of their everyday lives. Runs practical activities such as cycle training, and awareness-raising events  
[www.lifecycleuk.org.uk](http://www.lifecycleuk.org.uk)

### **Transport Direct -**

DfT funded website that provides comprehensive door-to-door travel information for both public transport and car journeys around Britain.  
[www.transportdirect.info](http://www.transportdirect.info)

### **Traveline -**

Impartial and comprehensive information to plan public transport journeys. Telephone (0871 200 22 33) and web based service.  
[www.traveline.org.uk](http://www.traveline.org.uk)

### **2carshare.com -**

The West of England council's owned car sharing scheme. With over 7000 members the chances of a good car sharing match are maximised. Private employer specific sites within 2carshare can be set up. For further information call 01934 426962.  
[www.2carshare.com](http://www.2carshare.com)

### **Highways Agency -**

Manage the Strategic Road Network. A range of free services are provided to help businesses plan journeys and avoid delays. FFI refer to section 2.2.  
[www.highwaysagency.gov.uk](http://www.highwaysagency.gov.uk)

### **Sustrans -**

The UK's leading sustainable transport charity. Various projects include the National Cycle Network, Liveable Neighbourhoods (which combines urban design, community involvement and sustainable transport planning), and TravelSmart (Individualised Travel Planning).  
[www.sustrans.org.uk](http://www.sustrans.org.uk)

### **CTC -**

The UK's largest cyclist's organisation. Advice available on most aspects of cycling.  
[www.ctc.org.uk](http://www.ctc.org.uk)

### **Living Streets -**

Charity that campaigns to create better streets and open spaces for people on foot.  
[www.livingstreets.org.uk/](http://www.livingstreets.org.uk/)

### **Manual for Streets –**

Design principles and policies aimed to meet the needs of all users of residential and other lightly trafficked streets.

[www.manualforstreets.org.uk](http://www.manualforstreets.org.uk)

### **Secured by Design –**

The UK Police flagship initiative supporting the principles of 'designing out crime' by use of effective crime prevention and security standards for a range of applications, including the design detail of new developments.

[www.securedbydesign.com](http://www.securedbydesign.com)

### **Cycling Infrastructure Design –**

Local Transport Note 2/08 (DfT 2008) – Mainly of interest to developers of major developments but also provides guidance useful for on-site cycle provision.

[www.dft.gov.uk/pgr/roads/tpm/ltnotes](http://www.dft.gov.uk/pgr/roads/tpm/ltnotes)

### **Accession –**

Specialist software developed by the DfT to determine the accessibility of a location. Of particular importance to major developments serving the public.

[www.accessiongis.com](http://www.accessiongis.com)



## Appendix 2 – The Travel Plan Process

Table A2.1 and the following notes indicate when specified tasks should be carried out.

**Table A2.1: Travel Plan Process**

| Status                | Stage   | Description                 | Comments   |
|-----------------------|---|-----------------------------|--|
| <b>PLANNING</b>       | <b>A</b><br><i>As early as possible to avoid potential delays</i>   | <b>Scoping / Masterplan</b> | Agree scope of Travel Plan with NSC officers and relationship with Transport Assessment, particularly for phased developments such as urban extensions.  |
|                       | <b>B</b><br><i>Normally around 3-months before applying for Planning Permission – 6-months preferred for relocating businesses</i>  | <b>Pre-application</b>      | Prepare appropriate Travel Plan document ( <i>Full, Framework, Interim or Statement, refer to Appendix 4</i> ), submit and agree with NSC Officers. This needs to include agreeing details of any condition or planning obligation. S106's / UU signed after acceptance of full Travel Plan. |
|                       | Obtain outline or full Planning Permission – Major developments (normally as defined in Section 2, table 2.1) determined 13 weeks after submission (8-weeks for smaller developments) |                             |  |
| <b>IMPLEMENTATION</b> | <b>C</b><br><i>Normally within 3-months of Planning Permission being granted</i>  | <b>Post-application</b>     | Finalise any outstanding work identified pre-planning. Finalisation of Framework Plan document if not already submitted.   |
|                       | <b>D</b><br><i>Before opening</i>   | <b>Pre-opening</b>          | Put strategy in place and implement appropriate measures prior to opening.   |
|                       | <b>E</b><br><i>Normally within 3-months of occupation and then ongoing</i>  | <b>Post-opening</b>         | Main implementation of Travel Plan and full range of measures. Finalise targets dependent on post occupancy survey, and submit Full Travel Plan document within 6-months of occupation.  |

|                       |   |                            |   |
|-----------------------|---|----------------------------|---|
| <b>IMPLEMENTATION</b> | <b>F</b><br>Normally 3 times during first 5 years, but up to 10 or 15 years | <b>Review / Monitoring</b> | Review and monitor success of Travel Plan in collaboration with NSC officers. Refer to Section 4. |
|                       | <b>G</b><br>Ongoing   | <b>Ongoing</b>             | Ongoing review and improvement of Travel Plan. Further involvement with NSC may be necessary.     |

### Stage C notes

Ideally, a Full Travel Plan document will be finalised as part of the planning submission prior to determination and granting of planning permission. However, as acknowledged above there may be instances where this is not possible and documentation needs to be finalised after the granting of planning permission, such as the undertaking of travel surveys to determine modal shift targets, or Framework Travel Plans for speculative development. In such cases it would be acceptable for the Travel Plan document agreed at time of planning consent to include time-related action targets as detailed above, in order that the activity is identified and committed.

### Stage D notes

It is important to recognise that the implementation of the Travel Plan is likely to need to start prior to the completion or opening of the development. This is to ensure that the strategy and measures are in place for people before their travel behaviour becomes fixed and prevent car dependency.

## Appendix 3 – The Travel Plan document

The Full Travel Plan document needs to accompany planning applications, or in cases where this cannot be completed, then a Framework Travel Plan or Interim Travel Plan – which explain the process by which the Full Travel Plan will be developed. This should offer clarity, particularly in the actions and measures that will be undertaken through the process.

The Travel Plan process must have a structure and a strategy that is appropriate for the development proposal under consideration. To some extent the strategy and document will evolve together. This strategy will clearly reflect the nature of the development proposal and be tailored to the specific planning timetable. A clear strategy will help ensure the smooth implementation of the Travel Plan

Table A3.1 identifies a typical good practice strategy for introducing a Travel Plan in an organisation. Modification to the approach is needed where the end user or occupier is not known at the planning stage.

**Table A3.1: Example of strategy approach**

| Action | Description                                    | Comments  |
|--------|--|---|
| 1      | Requirement to implement Travel Plan           | Obtain support of senior management in organisation/ developer  |
| 2      | Put implementation structure in place          | Set up Steering Group and appoint Travel Plan co-ordinator. Involve union/s.  |
| 3      | Consult and inform staff                       |   |
| 4      | Understand travel issues                       | Carry out site assessment, travel surveys and review organisational travel policy   |
| 5      | Obtain partners                                | Key partners are the council and public transport operators. A partnership between the developer and occupier/s may also be required to assign responsibilities |
| 6      | Devise Travel Plan                             | Draft Travel Plan document  |
| 7      | Consult staff/obtain Approval                  | The Plan needs to be supported and approved at board level/ by the Developer  |
|        | <b>Consult NSC/submit TP with planning app</b> |   |
| 8      | Deliver Travel Plan measures                   |   |
| 9      | Monitor and review                             |   |



## Travel Plans: Supplementary Planning Document (SPD)

In many cases developers will employ a consultant to draft the Travel Plan, who will work closely with the developer and tenant/s (where known) to ensure that all parties concerned are aware of what is expected from them. A consultant must not produce the Travel Plan in isolation as this can lead to problems of 'ownership' and 'buy-in' at a later date.

In both cases it is important that the Steering Group represents a range of stakeholders as the Travel Plan will have wide-reaching effects and strategies may span across many areas of interest. The group offers an opportunity for the sharing of knowledge, experiences, valuable information and contacts.

All Travel Plans are dependent on a nominated individual being given time and resources for success to occur – proportionate to the size of the development / organisation. This individual is often called the Travel Plan Coordinator or Sustainable Travel Manager. Again, in some cases a consultancy may be commissioned to undertake this role, particularly during the construction stage of a mixed-use development. In these cases there will still need to be a nominated individual that is recognised by all parties involved in the process. This person will be a central figure in establishing partnerships. It will be expected that the named Travel Plan Coordinator's contact details are provided to NSC's Travel Plan Coordinator at the time of first occupation, or at the very latest within three-months of occupation.

As most Travel Plans will be secured by a Planning Obligation (S106 agreement or Unilateral Undertaking) to which the document will be appended it is essential that its wording is transparent.

It is important that the organisation and/or the developer identifies a funding stream for the implementation of the travel plan during the early stages of the development process. It is recommended that during the preparation of the Travel Plan document, a budget cost estimate be made of the implementation process.

It is recommended that the document follows the structure outlined below, including where a Travel Plan is being submitted at the pre planning permission stage. This will help ensure all the necessary elements have been included and so help avoid delays.

It should be noted that this section does not refer seek to be comprehensive, as a plethora of guidance already exists - refer to Appendix 1. It is strongly recommended that this be referred to in the development of the Travel Plan.

***You may wish to use the iTRACE facility to automatically generate a draft Travel Plan document which can then be further tailored as required. Refer to Box 4.2***

### **Executive Summary**

It is recommended that you incorporate a foreword by senior management before your executive summary. This will add weight and credibility to your plan and demonstrate your commitment to your employees and site users.

### **Section 1 Introduction**

The introduction should provide an overview of the site being developed and introduce the organisation/s, if known. The purpose of the Travel Plan should also be outlined and its relationship to the Transport Assessment or Statement.

This section should also set out relevant national and local policy relating to travel planning and the key findings of best practice. The health, economic, environmental and social benefits should be described. Relevant transport and environmental policies of occupying organisations could also be cited. This section should act as an educational and motivational facet of the Travel Plan that will assist stakeholders at the planning stage and those tasked with implementation.

### **Section 2 Accessibility**

Accessibility is about maximising the travel choices of employees, and where applicable visitors. This will increase the attractiveness of the site. This section should provide a summary of the site assessment work undertaken. This should include the Transport Assessment or Statement, and provide an interpretation of the existing accessibility of the development in question and any shortcomings that can be addressed through the Travel Plan. If, as part of the Travel Plan it is necessary to increase the accessibility of the site to an acceptable level this should be stated.

Where possible the findings of travel and where applicable visitor surveys should be described, in particular existing mode shares, and how these will inform strategy, targets and measures. Travel surveys will only be possible in advance of a planning submission if the development is an extension, or if the end user is known and is relocating. For many developments travel surveys will be an early action when occupation takes place. Findings and analysis of travel surveys should be included within this section once available. Other audits could include the assessment of business journeys and the transport policies of an existing organisation.

## Section 3 Objectives and Targets (outcomes)

Target setting is an essential element of any development related Travel Plan. Modal share or trip-rate based targets agreed between the developer and North Somerset Council need to be reached and stated in the Travel Plan document. Modal share targets are generally based on responses to a travel survey questionnaire. Trip-rates refer to number of person trips (for all modes) generated by a development, which through the methodology used can differ slightly from questionnaire-based surveys. Trip rates are normally based on TRICS type surveys or an equivalent. Trip rate estimates are based on the database of previous surveys for a site that is as similar as possible to the new development. Trip rates are used as the basis of the Transport Assessment when determining the impact on the highway network

Separate targets for cycle, walking, bus use, rail use etc, and indicators, such as the awareness level of the Travel Plan amongst employees use can also be useful to help determine whether specific actions are having the desired effect.

### *Further details are provided in Box 1.2*

How targets will be enforced is covered in Section 3.4, and monitoring in Section 4.

## Section 4 Strategy and Implementation

This section should include a summary of the strategy being taken as outlined above. The most important aspect of the Travel Plan process is implementation for this is when the work on delivery really begins. Developers need to plan for the implementation stage and the delivery process should be described in this section. It may also set out the roles of developer, occupying organisation and the council and include a programme of tasks (or this could be included as an **Action Plan appendix**); this will be particularly important where an Interim Travel Plan is all that can be prepared at the planning stage.

For multi-occupancy and residential sites the Travel Plan document will need to make clear who has responsibility for implementing what before planning permission is granted / S106 or Unilateral Undertaking agreements signed.

## Section 5 A Package of Measures

Successful Travel Plans include a package of measures to encourage more sustainable travel and manage and reduce car-based travel. Each appropriate measure identified will contribute to delivering a significant improvement. That is unless there is the likelihood of modal switch between sustainable modes e.g. from bus to car sharing. This potential 'side effect' should be considered and managed in the process.

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Measures will be a combination of those to assist and incentivise sustainable travel and those to restrict and reduce the attractiveness of car based travel ('carrots and sticks'). If possible, both elements should be introduced together, however it may be appropriate to introduce carrots first followed by sticks at a later date. Stick type measures such as managing parking demand, for example through charges, have been found to double the effectiveness of Travel Plans, but only where a broad range of sustainable travel incentives are also in place.

A range of measures to be considered is provided below.

### **Section 6 Consultation, Awareness Raising and Marketing**

Consultation is an essential part of the development management process and also the travel planning process. A plan that is imposed is unlikely to be supported by whom it impacts whether they are staff, residents or occupiers. Consultation with public transport operators and council departments will allow potential solutions to be identified and agreed.

Travel Plans benefit from a marketing strategy and awareness campaign to promote the purpose and content amongst those who are affected by it. Newsletters, posters, exhibitions and events all offer opportunities to promote the initiative. Travel Plans can be branded and include strap-lines.

A marketing strategy needs to include a plan with milestones and interest needs to be gained and maintained.

### **Section 7 Monitoring and Review**

The monitoring procedure should be set out, as discussed in Section 4, and how this will be linked into a review process. The review process should be described and all parties that will be involved identified (developer, occupier, owner, the local authority, and other interested parties such as employee and union representatives, transport operators etc). Travel Plans are never static documents so it should be anticipated that the Travel Plan document will need to be re-written from time to time. It should of course continue to refer to targets (outcomes) and agreements made with the council.

### **Example Travel Plan Measures**

The following measures are those that should normally be considered for a Travel Plan, are certainly non-exhaustive and serve just as starting point. The exact measures and balance will depend on a particular site and circumstances.

## Public transport

Public Transport measures include new or improved bus services, better bus stop facilities, improved access to bus stops, improved information and public transport discount schemes (including interest-free loans for tickets, tax-free schemes and try-out vouchers).

## Cycling

The provision of cycle parking (in accordance with NSC's Cycle Parking Standard), changing facilities and showers are necessary in all workplace and leisure Travel Plans. Other improvements include new cycle routes and links, pool bikes, and establishment of a Bicycle Users Group to liaise with management on appropriate improvements and offer support to novice cyclists. Financial incentives include cycle purchase vouchers, tax-free 'cycle to work' schemes and specific mileage allowances. Promotional events such as 'Dr Bike' and occasional 'Cyclists' free breakfasts' can also be very popular. Many employers offer free cycle training to employees. Employers can sign up to the DfT promoted Cycle to Work Guarantee, whereby employers guarantee to provide a minimum level of support to cyclists, refer to [www.cycletoworkguarantee.org.uk](http://www.cycletoworkguarantee.org.uk).

## Walking

Walking measures can include new crossing facilities and routes, pool umbrellas, and making personal alarms and maps available. Sites should be fully accessible by foot (and cycle) to avoid circuitous detours, both on- off-site (through the provision of convenient entrances). Awareness raising of the health benefits is also advantageous.

## Managing private car travel

Determining the appropriate level of car parking provision at developments is one of the most important factors in minimising private car travel and this is one area where the Transport Assessment and the Travel Plan are inextricably linked. The council's car parking standards (as detailed in the *Replacement Local Plan*) are **maximums** and in some cases the proposed provision may need to be lower than this threshold in order for the development to be acceptable (and for the Travel Plan to work). It is important that a development should not lead to overspill car parking taking place and hence one of the reasons for binding Travel Plan targets (outcomes).

Management of the car park is also important and would comprise access control arrangements, security and charging policy. Car parking charges are an excellent 'stick' in a Plan and the income could be 'ring fenced' to fund other measures. Some organisations have restricted access by not allowing those within easy walking distance or on a frequent bus route to have parking permits; such a strategy ensures that those who have to use their car are given priority.



It is expected that all Travel Plans would include some form of car sharing scheme. Car sharer spaces should be provided in car parking areas at prominent locations and secure matching is available through the council supported and promoted *2carshare.com*. An essential element of the any scheme is the guaranteed ride home facility.

'Car Club' is the common term for arrangements which give access to a pool of cars or other light vehicles to members for flexible periods of time, typically at rates lower than conventional car hire, for relatively short hire periods. A Car Club can be established for use by residents in a residential development, can be established at a work place for use by employees for business journeys, or indeed the two combined so that the business has use, or main use of the vehicle/s during the day and nearby residents during the evenings and weekends.

The inclusion of a Car Club (or pool cars) in a workplace Travel Plan can allow parking allocation to be reduced further by allowing employees to choose how they travel to work and then having a vehicle available for work-related journeys.

As part of a residential Travel Plan a car club widens access to cars without the individual costs and inconvenience of owning one. Typically car clubs reduce the level of second car ownership (per household). The pricing structure means that using a car club vehicle to commute is discouraged.

### **Promotion and provision of information**

The provision of good information alone can reduce car use, and indeed awareness by employees of a branded Travel Plan (with a catchy name), and its key aims. Individualised (Personalised) Travel Marketing, which involves providing public transport timetables and maps and cycle information can have a significant effect. This could form a very effective part of a Residential Travel Plan. An organisation's intranet use (with links to a wide range of websites) to promote sustainable travel and the Travel Plan is a good tool. Maps detailing the travel options can show at a glance what may be possible for an employee.

### **Reducing the need to travel by car**

Tele-conferencing and tele-working reduces the need for a journey to be made at all. Live-Work spaces (both office and workshop types) can be incorporated in to residential developments. Adoption of a compressed working week also allows this to happen.

Improved working practices i.e. flexi-time can allow people to shift to alternative modes to the car through better integration of the working day with public transport timetables (or by travelling off-peak and making financial savings), cyclists can also avoid peak traffic, and indeed car drivers can beat congestion.

## **Appendix 4 – Definitions of TERMS**

### **Accessibility**

Can people get to key services at reasonable cost, in reasonable time and with reasonable ease? Accessibility depends on several things: does transport exist between the people and the service? Do people know about the transport, trust its reliability and feel safe using it? Are people physically and financially able to access transport? Are the services and activities within a reasonable distance? Solving accessibility problems may be about transport but also about locating and delivering key activities in ways that help people reach them.

### **Air Quality Management Area**

A designation made by a local authority where an assessment of air quality results in the need to devise an action plan to improve the quality of air. Currently none have been designated in North Somerset.

### **Development control process**

The complete process of involvement with the council's development management team including pre-application talks, obtaining Planning Permission, ongoing monitoring and continued compliance with Planning Conditions and Planning Obligations.

### **Escrow account**

An alternative to a bond, which is quicker to complete, is an escrow account. The escrow is a legal arrangement in which an asset (often money but sometimes other property) is delivered to a third party to be held on trust pending a contingency or the fulfilment of a condition or conditions in a contract. Upon the event occurring the escrow will deliver the asset to the proper recipient. Otherwise the escrow agent is bound by their fiduciary duty to maintain the escrow account. The account can still be time-bound, with any unspent monies returning to the developer, while the developer or Travel Plan coordinator (and the highway authority in case of default) can access the funds to implement measures.

### **Planning Application**

Formal approval sought from a council, often granted with conditions, allowing a proposed development to proceed. Permission may be sought in principle through outline planning applications, or be sought in detail through full planning applications.

## Planning Obligation

Legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken. Sometimes called 'Section 106' agreements.

## Transport Assessment

An assessment of the availability of, and levels of access to, all forms of transportation. Refer to Section 2 for further information.

## Travel Plan Evaluation Fee

A proposed fee, to be charged by North Somerset Council, to cover its costs in evaluating developer's Travel Plans. Refer to Section 3.3, page 12 for further information.

### Travel Plan

*A Travel Plan is a long-term management strategy for an occupier (or group of occupiers) of a site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.*

- **Full Travel Plan:** A Travel Plan appropriate for full and detailed applications where the likely end user is known / the use is clear, and accessibility requirements are known. It should include clear targets (outcomes) and an appropriate set of measures to ensure that these can be achieved. Where possible the plan should include evidence of input from the end occupier. It must be submitted with the planning application and must include all those aspects referred to in Appendix 3.

**Framework Travel Plan:** An overarching Travel Plan that embraces a large development which may be speculative and/or have mixed uses and multiple occupiers/phases. This should be informed by the outcomes of the Transport Assessment and will include objectives, a programme for developing and submitting the Full Travel Plan, physical measures required, targets and a robust monitoring and evaluation strategy. Specific subsidiary Travel Plans would be created for developments within the site, which would need to be consistent with the wider requirements and targets (outcomes) of the overall Framework Travel Plan. It should be submitted with the planning application.

**Interim Travel Plan:** Required to support outline planning applications or a speculative development where the Transport Assessment has still to be carried out, or other necessary detail to prepare a Framework Travel Plan. It is a strategy document setting out intent to prepare a Travel Plan and programme to implementation. It will however by necessity lack detailed data on the travel characteristics of the end user and specific measures at this stage. It must specify some measures/targets and clarify a timetable and basis for completion of the Travel Plan once the occupiers are identified and involved, otherwise planning permission may not be granted

**Travel Plan Statement:** Planning applications for some small developments (typically below the thresholds given in Table 2.1 but where a Transport Statement is required) may not justify a Full travel plan. Instead a Travel Plan Statement can deal with any issues raised in the Transport Statement and is likely to focus on site measures encouraging sustainable travel, or contribute to a more strategic scheme.

- **Residential Travel plan:** A Travel Plan for a given residential development that seeks to encourage alternatives to single occupancy car journeys by residents, from the journey's origin rather than destination.
- **Area-wide Travel Plan:** For a wider geographical areas or a complex of developments where no single travel plan could respond to the outcomes required.
- **School Travel Plan:** A Travel Plan created to address a school's particular travel and transport needs. Primarily, it aims to steer the school community away from private car trips to and from school, and towards alternative forms of healthier travel, such as walking and cycling, and use of public transport and car sharing. Schools are particularly high generators of peak hour movements.

**Travel Plan Document:** The Travel Plan document submitted in support of a planning application, written in one of the above forms.

## Appendix 5 – Travel Plan consultants

The following consultants and consultancy companies have experience of producing Travel Plans for developers / occupiers – the listing is not comprehensive, but includes all those that we are aware of. A listing here does not represent any kind of endorsement. Where a company has a local office the phone number for it has been identified.

### **Aecom**

Tel: 0117 901 7000 (Bristol)

Web: [www.aecom.com/](http://www.aecom.com/)

### **Addison and Associates**

Tel: 020 7087 4123

Web: [www.addison-associates.co.uk](http://www.addison-associates.co.uk)

### **Arup**

Tel: 0117 976 5432 (Bristol)

Web: [www.arup.com](http://www.arup.com)

### **Business Moves Advisory Centre**

Tel: 01903 202 754

Web: [www.business-moves.com/](http://www.business-moves.com/)

### **Colin Buchanan**

Tel: 0117 917 0800 (Bristol)

Web: [www.cbuchanan.co.uk/](http://www.cbuchanan.co.uk/)

### **David Hurdle**

Tel: 01775 720 830

Web: [www.davidhurdle.co.uk/](http://www.davidhurdle.co.uk/)

### **Denis Wilson**

Tel: 01225 442 455 (Bath)

Web: [www.deniswilson.co.uk/](http://www.deniswilson.co.uk/)

### **Entran**

Tel: 01275 375 007 (North Somerset)

Web: [www.entranltd.co.uk](http://www.entranltd.co.uk)

### **Halcrow**

Tel: 0117 910 2580 (Bristol)

Web: [www.halcrow.com](http://www.halcrow.com)



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### **Hyder Consulting**

Tel: 0117 372 1604 (Bristol)

Web: [www.hyderconsulting.com](http://www.hyderconsulting.com)

### **Hydrock Byways & Highways**

Tel: 0117 927 7982 (Bristol)

Web: [www.hydrockbywaysandhighways.com/](http://www.hydrockbywaysandhighways.com/)

### **Integrated Transport Planning**

Tel: (0115) 988 6905

Web: [www.itpworld.net/](http://www.itpworld.net/)

### **Key Transport Consultants Ltd**

Tel: 0117 920 9430 (Bristol)

Web: [www.key-transport.com](http://www.key-transport.com)

### **Mayer Brown**

Tel: 0117 925 1027 (Bristol)

Web: [www.mayerbrown.co.uk/](http://www.mayerbrown.co.uk/)

### **Morgan Tucker**

Tel: 01636 610 766

Web: [www.morgantucker.co.uk/](http://www.morgantucker.co.uk/)

### **MVA Consultancy**

Tel: 020 7529 6500

Web: [www.mvaconsultancy.com/](http://www.mvaconsultancy.com/)

### **Peter Brett Associate**

Tel: 0117 928 1560

Web: [www.pba.co.uk/](http://www.pba.co.uk/)

### **Pinnacle Transportation Ltd**

Tel: 0117 925 9401 (Bristol)

Web: [www.ptl.co.uk](http://www.ptl.co.uk)

### **Steer Davies Gleave**

Tel: 020 7910 5000

Web: [www.steerdaviesgleave.com/](http://www.steerdaviesgleave.com/)

### **Transport Associates Network**

A network of individuals offering mainly specialised transport and travel services

Tel: 01344 773 477

Web: [www.transport-associates.net/](http://www.transport-associates.net/)

# Travel Plans: Supplementary Planning Document (SPD)

## **Transport and Travel Research**

Tel: 0117 907 6520 (Bristol)

Web: [www.ttr-ltd.com/](http://www.ttr-ltd.com/)

## **Travel Plan Services Ltd**

Tel: 01924 272 997

Web: [www.travelplanservices.co.uk/index.html](http://www.travelplanservices.co.uk/index.html)

## **Vipre**

Tel: 01483 741 349

Web: [www.vipre.com/vipre/](http://www.vipre.com/vipre/)

## **White Young Green**

Tel: 0117 924 4144 (Bristol)

Web: [www.wyg.com/](http://www.wyg.com/)

## **The Workplace Travel Plan Company**

Tel: 07890 161 471

Web: [www.workplacetravelplan.co.uk/](http://www.workplacetravelplan.co.uk/)

## **W S Atkins**

Tel: 01454 201 400 (Bristol)

Web: [www.wsatkins.com](http://www.wsatkins.com)

## **WSP**

Tel: 020 7314 5000

Web: [www.wspgroup.com/en/WSP-Group-engineering-consultants/](http://www.wspgroup.com/en/WSP-Group-engineering-consultants/)

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