

# Nottinghamshire County Council

Guidance for the Preparation of Travel Plans  
In support of Planning Applications

September 2010 (Final Ver 1.2)



## Section 1: Introduction



## 1. Overview

- 1.1. This document provides guidance on the requirements for Travel Plans submitted in support of planning applications within Nottinghamshire. It updates and replaces the previous document.
- 1.2. Since their mandatory implementation on 6th April 2008, Standard Planning Application Forms (1APP) have been used by local planning authorities. Under 1APP, a Travel Plan is likely to be required as a minimum in order to validate a planning application within Nottinghamshire.
- 1.3. The District and Borough-level Planning Authorities within Nottinghamshire will normally forward any Transport Assessments and Travel Plans submitted in support of planning applications to Nottinghamshire County Council (NCC) for their comment and approval.
- 1.4. It is recognised that there is no national standard format or content for Travel Plans. As such, and given the range of developments which could be subject to a Travel Plan, each submitted document is likely to be different. However, there are six core components which should be in every Travel Plan. These are:-
  1. A commitment from the developer to minimise Single Occupancy Vehicle (SOV) use by promoting and supporting alternative modes,
  2. The identification of a Travel Plan Co-ordinator to manage travel to and from the site,
  3. The setting of Targets with respect to the number of vehicles using a site,
  4. The adoption of measures to reduce SOV travel in line with the Targets set,
  5. The adoption of a monitoring regime to report achievement against Targets to the Council,
  6. The commitment to review and update the Travel Plan in response to monitoring against Targets, which may include for the provision of fall-back measures.
- 1.5. This guidance gives specific detail with regards to the above components.

## 2. Who is this Guidance for?

- 2.1. This guidance is intended for use by;
- **developers,**
  - **those submitting planning applications, and,**
  - **local authority officers**
- 2.2. For developers, the guidance sets out the requirements of the Travel Plan process in terms of long-term management of development proposals.
- 2.3. For those submitting planning applications, the guidance sets out the expected content and scope of Travel Plans such that they can be agreed with the local highway authority.
- 2.4. For local authority officers, the guidance sets out a clear methodology for assessing a submitted Travel Plan in order that its suitability can be determined. Standard Planning Conditions are also included where Travel Plans (or specific measures) are not to be secured through a S106 agreement<sup>1</sup>.
- 2.5. Where appropriate, the attention of the above audiences will be drawn to relevant sections of this guidance.

---

<sup>1</sup> A discussion of Planning Conditions and S106 Agreements are provided within Section 4.

### **3. What is a Travel Plan?**

- 3.1. A Travel Plan is a long-term management strategy for development that seeks to minimise single-occupancy car trips (whilst maintaining accessibility for other modes) through a series of Measures. Performance of the Travel Plan is judged against Targets. The Travel Plan itself is articulated within a document that is regularly reviewed.
- 3.2. Travel Plans are an integral component of the current planning system and will be required for most developments.
- 3.3. Travel Plans are equally applicable to developments that both generate trips (i.e. housing) or attract trips (e.g. employment, leisure, services and facilities).
- 3.4. For those developments that attract trips, the scope of a Travel Plan is not restricted to just commuter journeys; it can also include measures relating to business journeys, visitors trips, deliveries to and from business premises and the efficient management of company fleet vehicles.

### **4. What does this guidance not cover?**

- 4.1. Although it is recognised that some businesses / organisations may wish to develop Travel Plans in order to reduce their carbon footprint, or to assist with other objectives such as reduced parking requirements, this guidance is specifically for places subject to a current planning application. However, the guidance does provide a useful start for those seeking to develop a Travel Plan for reasons other than a planning application.
- 4.2. Separate arrangements within Nottinghamshire are made with regards to School Travel Plans (including new schools subject to planning applications) and these are dealt with by the Nottinghamshire Road Safety team who work to a School Travel Plan national standard.
- 4.3. Also, in some situations, highway authorities are pursuing Area-Wide Travel Plans (rather than for individual sites). This could suit a redevelopment scheme or existing development locations where there are existing acute transport problems. This guidance does not specifically suit Area-wide Travel Plans since they require significant additional steerage and stakeholder involvement, and are not secured via the planning process. Again, however, the principles in this guidance could be used as a starting point for such work.

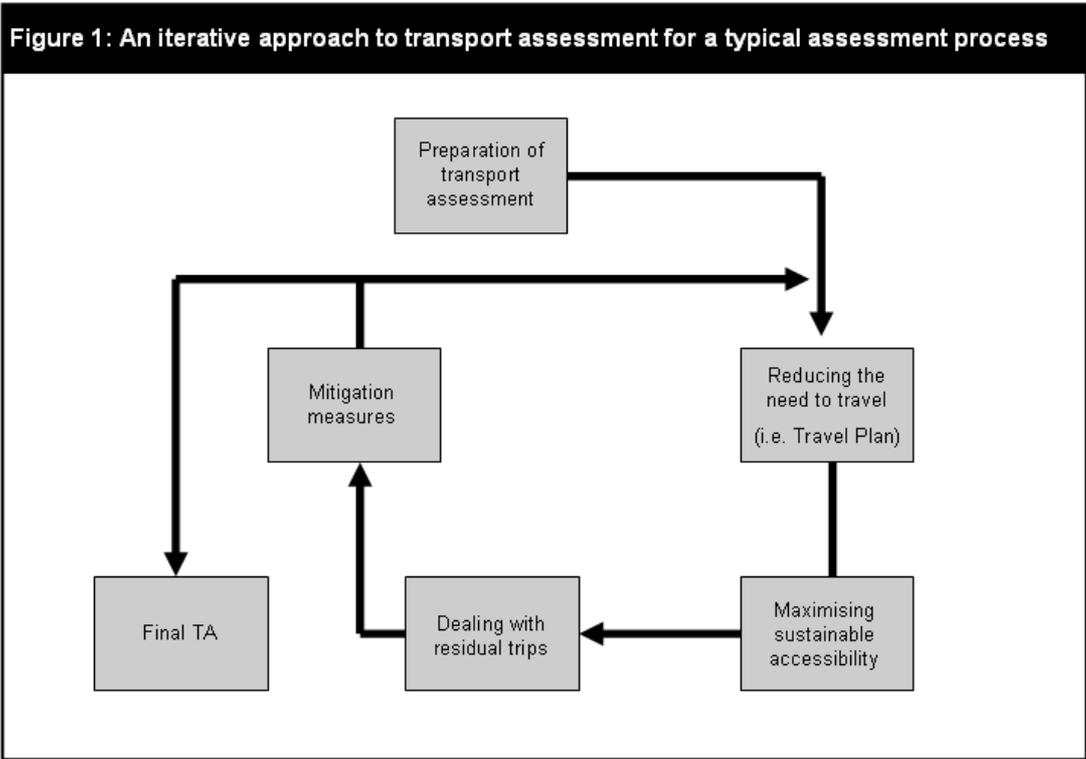
## 5. I have a Question – who should I contact?

- 5.1. The principal contact at Nottinghamshire County Council is the Travel Plan Officer, TBH – Transport Planning and Programme Development Team, County Hall, Loughborough Road, West Bridgford, Nottingham NG2 7QP. Email: [transport.strategy@nottscc.gov.uk](mailto:transport.strategy@nottscc.gov.uk)

## 6. How does a Travel Plan relate to the Guidance on Transport Assessment?

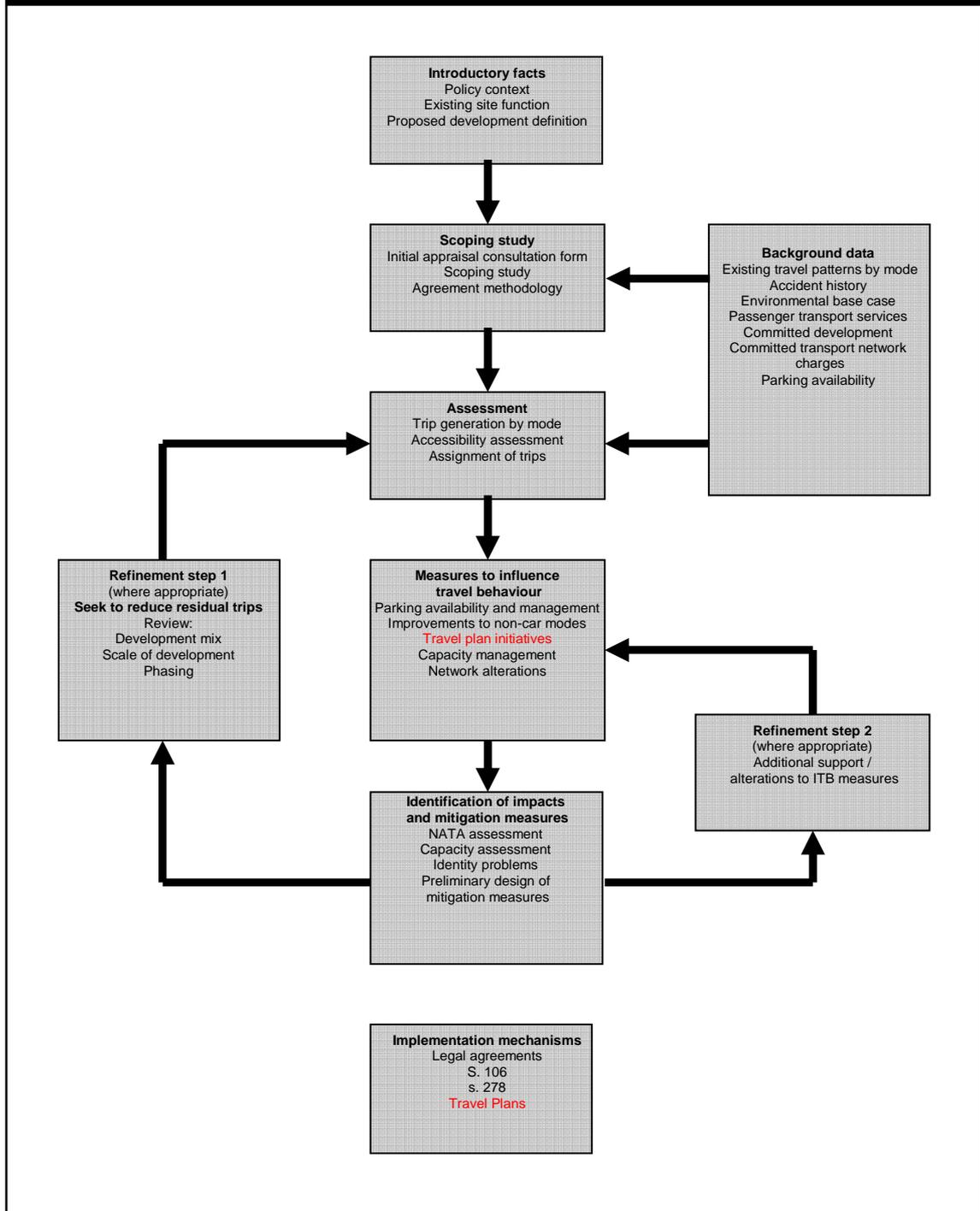
- 6.1. The Guidance on Transport Assessment (GTA), published by the Department for Transport in March 2007, places Travel Plans at the heart of the Transport Assessment process. Figures 1 and 2 highlight this relationship.
- 6.2. Traditionally, a Transport Assessment (TA) has sought to establish the likely impacts of a proposed development on the transport network and identified appropriate mitigation to facilitate that development, if required. By contrast, the Travel Plan (TP) has sought to manage trips to / from a site following its development and occupation.
- 6.3. The GTA highlights the synergies between the Transport Assessment and Travel Plan process in two main areas;
  - Trip Generation,
  - Implementation Mechanisms.
- 6.4. A Travel Plan could therefore be used to reduce trip generation estimates from those generated from travel databases, such as TRICS. It could also be used as a mitigation measure in association with, or instead of, providing for highway-centred mitigation. However, in these cases, the local highway authority must be confident that the Travel Plan will be robust and maintained or that a fall back position has been secured.
- 6.5. As such, a Travel Plan submitted in support of a development must be directly and clearly related to any supporting Transport Assessment.
- 6.6. This also means that a Travel Plan should be agreed before the granting of planning consent – as per the Transport Assessment – and submitted with the planning application.

It should also be noted that a Travel Plan cannot be expected to turn a wholly unsustainable site in transport terms into a sustainable one.



*Taken from the Guidance on Transport Assessment (DfT, 2007)*

**Fig 2: Relationship between Transport Assessment and Travel Plan**



*Adapted from the Guidance on Transport Assessment (DfT, 2007)*

## Section 2: Writing a Travel Plan



## 7. Scoping and Agreeing the Outline Contents of a Travel Plan

- 7.1. Given the linkages with the Transport Assessment, the outline contents of a Travel Plan supporting a planning application should be agreed with NCC as an intrinsic part of the scoping process.
- 7.2. The areas to be agreed as part of the scoping process should include;
- Type of Travel Plan to be submitted,
  - Scope of Site Audit,
  - Trip Generation estimates<sup>2</sup>,
  - Key Measures relevant to the site and development.
- 7.3. Adherence to the structure suggested in this guidance should facilitate the assessment and agreement of the plan with Nottinghamshire County Councils' development control; and should expedite this element of the Planning Application.
- 7.4. A roadmap for the development of a Travel Plan is given overleaf.

Where a Transport Assessment also requires the agreement of the Highways Agency, then the Travel Plan should also be agreed with the Highways Agency. In these cases, early liaison with both NCC and the HA is required.

---

<sup>2</sup> This should also be part of the Transport Assessment scoping process

## 8. Type of Travel Plan

- 8.1. There are four main types of Travel Plan for a development site;
- **Full Travel Plans,**
  - **Interim (Outline) Travel Plans,**
  - **Framework Travel Plans,**
  - **Travel Plan Statements.**
- 8.2. Travel Plans submitted to Nottinghamshire County Council should fall into one of the above categories and be easily identifiable as such.
- 8.3. A **Full Travel Plan** should normally be submitted to support a full planning application. This will include clear targets, measures to achieve those targets, and a monitoring & review framework.
- 8.4. An **Interim (Outline) Travel Plan** may be more appropriate for certain applications (particularly outline applications) where there are few occupiers (less than five) and these occupants remains unknown. They should still include clear targets (based on maximum car trips) but some aspects may remain provisional (i.e. details of measures). An important component of the Interim Travel Plan would be a timeframe in which to develop and agree with the local highway authority a full Travel Plan.
- 8.5. A **Framework Travel Plan** can be submitted in the case of large developments with multiple (more than five) occupants and where the occupier(s) remains unknown. It should focus on targets and measures across the whole site and should be administered centrally. As individual occupiers come to the site, they should develop *unit Travel Plans* that are consistent with the Framework Travel Plan. As large sites can take some time to occupy, the Framework Travel Plan should include as a key component a clear timetable setting out when measures would be enacted.
- 8.6. A **Travel Plan Statement** can be used to support small developments which do not justify a Full Travel Plan. Further advice on Travel Plan Statements is given at the end of this Section.

No matter which Travel Plan type is being submitted, the “audience” (i.e. staff, particular staff groups, residents, visitors) should be clearly identified within the document; and Measures & Targets referenced to these audiences.

## Background to the Development

- 8.7. The introduction of the Travel Plan should briefly provide an overview of the site being developed (including size and type), introduce the organisation(s), and provide an overview of how they will operate, if known.
- 8.8. The site location, including address, and main contact details of the Travel Plan Co-ordinator (see below) should also be given. The Travel Plan should also clearly identify the audience of the Travel Plan (including staff / housing numbers, if appropriate).

## 9. Management of the Travel Plan

### *Travel Plan Co-ordinator*

- 9.1. An individual must be identified who would act as a **Travel Plan Co-ordinator** (TPC) for the development. A TPC has a critical role in ensuring the Travel Plan is implemented, managed, monitored and reviewed over time.
- 9.2. This individual would;
  - Implement and promote the Travel Plan at a site level,
  - Monitor the Travel Plan (via the arrangement of the collection and collation of appropriate data),
  - Give advice and information on transport-related subjects to staff and visitors,
  - Liaise with third parties (i.e. public transport operators, the Council, adjacent sites) on Travel Plan issues,
  - Be the liaison between the development and the planning and highway authorities.

Given the last point, the developer / landowner must inform the planning authority and Nottinghamshire County Council of the TPC's (or a nominated interim TPC's) full contact information (including address and telephone details). A commitment should be given to update NCC of these contact details when any changes occur. This applies to all Travel Plan types.

- 9.3. The TPC position may be full or part time, depending on the scale of development. They will not necessarily be a new appointment but rather the nomination of someone who will be implementing the plan.
- 9.4. On sites with more than one occupier (i.e. for **Framework Travel Plans**) one TPC should be appointed by the developer / landowner to cover all occupiers. The mechanism by which this individual would liaise with the individual units making up the development site should be identified within the Travel Plan.

The appointment of a TPC does not detract from the **developer / landowner's** responsibility to implement and maintain the Travel Plan as per the planning application decision notice.

### ***Senior Management Support***

- 9.5. The Travel Plan should include a description of the managerial hierarchy for the TPC, including internal reporting structures. This is particularly relevant as senior management support is essential for the effectiveness of the Travel Plan.

### ***Financial Resources***

- 9.6. The Travel Plan should include a commitment that the budgetary requirements of its implementation are secure. This will ensure that all Travel Plans have considered arrangements for the implementation, coordination and day-to-day management of measures prior to development occupation.

### ***Communications Strategy***

- 9.7. The Travel Plan should clearly state the audience of the document (i.e. staff, residents, visitors, customers etc.). The document should then identify how the Travel Plan's measures and performance will be communicated to this audience.
- 9.8. The Strategy should include for feedback mechanisms such that issues with the implementation of the Travel Plan can be clearly identified by the TPC and corrective action taken, if required.

## 10. Site Assessment

- 10.1. The Site Assessment is an important part of both the Transport Assessment and Travel Plan process. It should not be a purely descriptive section – the Site Assessment is directly relevant to Trip Generation (in the Transport Assessment) and Targets (in the Travel Plan) and these linkages should be stated in the Travel Plan.
- 10.2. This may mean that some material is repeated in both the Transport Assessment and Travel Plan. However, given the longer shelf-life of the Travel Plan, this is appropriate and it should be considered as a stand-alone document.

When writing the Site Assessment chapter, the Travel Plan should assume that the development is *in place*.

- 10.3. When undertaking a Site Assessment, four aspects are important;
- The development itself (including formation of vehicle access),
  - Pedestrian Access,
  - Cycle Access, and,
  - Public Transport Access,

### **The Development**

- 10.4. The Travel Plan should include a site location plan that shows the proposed development site in relation to the surrounding area and transport system.
- 10.5. The Travel Plan should detail the transport infrastructure to be provided on site and how the site is to be linked to existing transport networks.
- 10.6. For **residential developments**, the location of nearby day-to-day facilities (e.g. food, schools, GPs, larger shopping centres) should be identified. Consideration should then be given as to how these can be reached via sustainable transport modes.
- 10.7. For **employment proposals**, the Travel Plan should estimate the number of employees who would be working on site. This information should be available since it relates directly to trip generation.
- 10.8. The Travel Plan should detail the car parking spaces to be provided on site by category (including total, disabled, visitors, car share and pool cars). Parking facilities available in the vicinity of the site should also be described (including walking routes to the site).
- 10.9. Where a development includes for “essential car users” the requirement for such spaces should be confirmed within the Travel Plan via the inclusion of explanatory text.

- 10.10. The overall management strategy for the spaces should be described (e.g. free for all, needs based, according to seniority, permit based, car share scheme). This is particularly important where;
- The scheme is a shopping destination with a large customer car park – details should be given to show how staff use of any such parking would be minimised,
  - There is off-site parking available in close proximity to the site which may undermine other measures (such as restricted parking) or lead to potential for off-site parking problems (such as on-street parking in undesirable areas).

### **Walking**

- 10.11. Pedestrian access should be considered as the primary mode for accessing a development. The Travel Plan will need to consider the availability of safe and accessible routes, convenient access points and the provision of appropriate changing facilities.
- 10.12. The assessment should include condition of footpaths, width, crossing locations and lighting. Routes to key day-to-day facilities should be described, as should the suitability of the crossing of main routes.
- 10.13. In designing improved pedestrian infrastructure measures, account should be taken of the future propensity for walking, taking account of findings of the site assessment (e.g. walking catchment, topography) and travel survey.

### **Cycling**

- 10.14. The potential for increased cycling will need to consider the catchment population and accessibility of the site to the local cycle networks. Existing cycling facilities in the vicinity to the site should be described, along with how the development proposes to tie into these networks.
- 10.15. When designing new cycle infrastructure, the **Nottinghamshire County Council Cycling Design Guide** should be used.
- 10.16. The package should cover appropriately secure bike parking facilities, showering and changing facilities.
- 10.17. For **employment proposals**, the number of proposed cycle spaces should be confirmed. These should be highly visible, be covered and secure. Confirmation should be given as to whether the development includes for shower and changing facilities for cyclists, including lockers. Cycle storage for **residential developments** should also be considered.

## **Public Transport**

- 10.18. The availability of public transport services should be described. This should include bus stop location, service start and end times and service frequency.
- 10.19. A bus stop can be considered accessible if it is less than 400m from the door of the development by foot and there are no obstructions<sup>3</sup>. A bus or rail station can be considered accessible if it is less than 800m from the door of the development by foot and there are no obstructions.
- 10.20. The Government publication, *Building Sustainable Transport into New Developments* (DfT, April 2008) stresses the role of destination analysis to support the assessment and development of practical sustainable modes. As such, an important part of the public transport assessment should be to determine the proportion of trips that could be accommodated by existing public transport services.

If it is being assumed that development-related trips are to be accommodated on the existing public transport network, then an assessment should be made of the available capacity on the existing public transport infrastructure relevant to the development.

For major developments, it is important to identify the spare capacity on buses, trains and trams in order to establish the ability of the public transport network to accommodate any increase in demand associated with a proposed development.

This is particularly important when considering rail network capacity, which is generally more problematic to expand than the bus network.

---

<sup>3</sup> Distance in excess of 400m could be considered suitable in certain locations – and distances less than 400m could be considered unsuitable in other locations (e.g. in cases where there are steep gradients between the bus stop and the development).

## 11. Setting Targets

11.1. Travel Plans submitted to Nottinghamshire County Council currently use the terms *Objectives, Aims, Targets* and *Goals* interchangeably. For the avoidance of doubt, this section identifies how Travel Plans submitted in support of applications should be formulated in terms of **Targets**.

11.2. Targets should be set for the Audiences of the Travel Plan.

11.3. The main Aim stated within any Travel Plan should be to; ***“minimise single-occupancy car trips by promoting and supporting alternative modes”***.

The primary **Target** within a Travel Plan should be based around the (multi-modal) trip generation values set out in the development’s Transport Assessment. The (vehicular) trip generation values given in the TA should be considered as maximum values and the target (vehicular) trip generation values in the Travel Plan should be lower than that which would be expected from a development without a Travel Plan.

11.4. Secondary Targets could include;

- Cycle parking occupancy,
- Car share space occupancy,
- Car share registered members,
- Numbers using the bus to work etc.

11.5. With respect to cycle parking and car share occupancy, Targets should not specify 100% occupation. If the occupation of such spaces is at, or nearing, 100% then a Measure should be to seek additional capacity.

\* \* \*

11.6. All targets should give a date at which the target would be achieved. In this way, all Targets contained in a Travel Plan would be SMART<sup>4</sup>.

Mode split Targets will not normally be accepted. Mode split information should normally only be used to determine likely trip generation values. If a mode-split target is put forward for a particular development, the Travel Plan must state why a trip generation target is not appropriate for that particular development.

The implementation of Measures do not, by themselves, constitute targets. For instance, the delivery of car share spaces by a certain date does not represent achievement of a target. This is a Measure which helps deliver a particular Target.

---

<sup>4</sup> Specific, Measurable, Achievable, Realistic and Time-bound

- 11.7. For a **Framework Travel Plan**, or a development that is phased, Targets should be stated to show how the developer expects trips to evolve as the site is developed and as measures are instigated.
- 11.8. For most developments, Targets should cover five years from first occupation or, for Framework Travel Plans, from first occupation to five years following 50% occupation. Targets should cover the period agreed with the LHA for monitoring.

## 12. Measures

- 12.1. This section should describe the specific Measures that could be adopted to achieve any *Targets* outlined within a Travel Plan.
- 12.2. Measures should be identified within the context of development occupation. They should be specific to the development type and relevant to the particular 'Audiences' of the Travel Plan.
- 12.3. For instance, measures to promote walking may not be appropriate for developments for which there is little walking catchment – and this should also be reflected in trip generation targets. Replacement measures should therefore be selected, and the overall reasons / strategy for measure selection clearly stated. Where measures to promote a particular mode are not being pursued, then a statement should be given detailing the reasons for this.
- 12.4. Where all modes are equally valid, the *Manual for Streets* provides a hierarchy for the provision of infrastructure within the development envelope, (as summarised in Figure 3), placing the needs of pedestrians and cyclists at the forefront of design. The measures detailed in the Travel Plan should be approached with respect to this prioritisation.

<b>Consider first</b>  ↓  <b>Consider last</b>	Pedestrians
	Cyclists
	Public transport use
	Specialist service vehicles (e.g. emergency service vehicles, waste etc)
	Other motor traffic

Figure 3: *Manual for Streets: Development Design hierarchy*

- 12.5. All Travel Plans should include consideration and actions in relation to all the topic areas given below.
- Promotion of walking,
  - Promotion of cycling,
  - Promotion of public transport use,
  - Measures to reduce SOV car use,
    - e.g. Car Park Management Strategy,
    - e.g. Car Share,
  - Fleet Management,
  - Measures to reduce the need to travel,
  - Marketing the Travel Plan.

Again, “hard” measures (such as walking, cycling and public transport infrastructure) should be considered jointly with the Transport Assessment and be in place prior to occupation.

### 13. Library of Potential Measures

13.1. The following measures could be included within a Travel Plan. The particular mix of measures will be related to the type of Travel Plan being pursued. Key measures are highlighted in red. If measures highlighted in red are not used, there should be sound reasons given for their omission.

13.2. The measures selected should be appropriate and proportional to the size and impact of the proposed development.

#### *Promotion of Walking*

13.3. According to PPG13, walking could be an appropriate mode choice for distances up to 2km.

Infrastructural Measures:

- Ensure the provision of appropriate well lit, safe walkways / footpaths on approach to the development (including from connecting modes, e.g. bus stops).
- Ensure the site has adequate pedestrian access points.

Promotional Measures:

- Provide those staff walking to the site with personal alarms.
- Provision of on-site security patrols

#### *Promotion of Cycling*

13.4. With regard to cycling, PPG13 states that cycling also has potential to substitute for short car trips, particularly those under 5km and to form part of a longer journey by public transport.

Infrastructural Measures:

- For larger developments, ensure adequate wider cycling network, including cycle links between the site and key destinations, including connecting modes (i.e. train station),
- Ensure the provision of secure covered Sheffield stand cycle parking (in line with NCC parking standards),
- Ensure the provision of changing facilities and lockers,
- Ensure the site has adequate cyclist access points.

Promotional Measures:

- Adoption of Cycle2Work tax initiative,
- Create a Bicycle User Group (BUG),
- Provide reflective clothing for those opting to cycle to the site,
- Introduce cycle mileage rates for business travel.
- Provision of on-site repair scheme

## **Promotion of Public Transport Use**

### Infrastructural Measures:

- Contribution or provision of new bus service (for large developments),
- Provision of a company shuttle bus service,
- **Ensure that local bus shelters are adequately lit and in satisfactory condition,**
- **Improvement to bus and rail infrastructure serving the site,**
- Improvement of public transport waiting environments / provision of Real Time Information,
- The provision of priority to bus access / dedicated bus lanes to facilitate quick access to the site.

### Promotional Measures:

- **Active dissemination of public transport information by Travel Plan Co-ordinator,**
- **Provide seasonal / discounted public transport tickets to staff / residents on opening,**

## **Provision for motorcycles/powered two wheelers**

### Infrastructural Measures:

- **Ensure the provision of motorcycle and moped parking (in line with NCC parking standards),**
- **Ensure the provision of changing facilities and lockers.**

## **Measures to Reduce Car Use**

### Infrastructural Measures:

- **Ensure car park management is practiced,**
- **Car-free site**

### Promotional Measures:

- **Provision of a car-share matching service.**
- **Raise awareness of car ownership costs.**

**13.5.** The discussion of car park management for the site should identify and detail priority users, parking fees and / or permits and potential exclusion zones. For working locations, this could include no provision of parking for staff living within walking thresholds or along public transport corridors.

**13.6.** The allocation of parking space for different users (i.e. car-share users / pool vehicles / visitors) should be identified if used as a tool to reduce car use.

**13.7.** Restricted parking should be consistent with the availability of other modes and include for consideration of the impact of off-site parking.

## **Fleet Management**

### Infrastructural Measures:

- Provision of pool cars / bikes,
- **Review of company car policy,**
- Review of mileage rates,
- Use of biofuels to ensure a reduction in emissions from greenhouse gases,

### Promotional Measures:

- Provision of driver training to ensure fuel is used more effectively,
- Encourage route planning for the most efficient route is taken by staff.

**13.8.** The aim of fleet management for a travel plan should be to reduce overall business mileage and fuel usage. Both industrial and workplace travel plans should consider existing or proposed order and distribution systems and business mileage with respect to this initiative.

## **Supporting Measures**

### Infrastructural Measures:

- Ensure the provision of on-site facilities (i.e. bicycle stands / storage, changing and shower facilities etc.),

### Promotional Measures:

- Provision of transport information on local staff intranet,
- **Ensure the provision of travel information packs to all new members,**
- Explore the potential for a local recruitment policy,
- Provide teleconferencing facilities,
- Provide the option for staff to work from home,
- Provide the option for staff to work flexible hours,
- Offer a personalised journey planning facility,

**13.9.** The provision of travel information packs should be provided to all new members (staff / residents) on first occupation to ensure site-wide recognition and co-operation of the plan.

## **Marketing the Travel Plan**

13.10. Marketing and Awareness raising strategies will form a key element of a Travel Plan so that all users of the development are made aware of its objectives and are informed of the measures that are being established to help them make informed decisions of their travel mode choice.

### Infrastructural Measures:

- Ensure the provision of site-wide notice boards which contain walking, cycling and public transport maps and information

### Promotional Measures:

- Ensure the provision of travel information packs to all new members of staff/residents
  - Regular media / travel meetings for communication with staff
  - Regular media for communication with visitors
  - Co-operate in national promotional events
  - Periodic issue of travel newsletter
  - Personalised Travel Planning (particularly for residential development).
- 13.11. Advertising material and regular updates of travel information should be made available in a variety of forms and displayed at suitable locations around the site. Information should be provided on car-sharing details, information on pedestrian and cycle routes, public transport timetables and maps.
- 13.12. Periodic promotional events employed at the site may be those promoted by Nottinghamshire County Council or national campaigns such as National Bike Week, National Car Free Day, Bike2Work Days, and Green Transport Week.
- 13.13. Visitor travel information should be accessible on an external web page, newsletter or notice board.
- 13.14. Travel Plan literature should be issued to all new members of staff to raise awareness of the Plan (including its aims and objectives) from the offset. This will be the responsibility of the TPC and senior management.

## 14. Measures for Different Types of Development

- 14.1. The selection of measures should relate to the size and type of development, its location and the target audience of the Travel Plan.
- 14.2. Table 1, overleaf, indicates those measures that could be considered for residential and employment-type developments.
- 14.3. For those developments that attract a lot of visitors (i.e. **retail** or **leisure**), consideration should be given to Measures that target employees and visitors separately; and this should be clearly documented within the Travel Plan.

For **Framework Travel Plans**, the exact mix of measures may not be fully identified until initial surveys of staff working on site are undertaken. However, “hard”, infrastructural type measures should be considered in the design process (including walking / cycling connection to off-site modes such as bus stops) and be included as part of the Transport Assessment / Travel Plan process.

Promotional measures should also be adopted on opening as standard.

To reduce single vehicle occupancy, a commitment to setting up (or joining of) a car share scheme and the provision of car share spaces on opening would be required for most developments – rather than waiting until after opening when such schemes are more difficult to introduce.

- 14.4. For all developments, the proposed measures should be accompanied by a **Timetable**, setting out when measures would be undertaken.
- 14.5. For **Interim** and **Framework Travel Plans**, a commitment should be given to the development of an agreed<sup>5</sup> set of Targets and Measures following occupation, identification of the end user and the conducting of baseline surveys.

---

<sup>5</sup> With NCC, the LHA

Measure	Residential	Workplace
Action – Promotion of walking		
Appropriate, safe, well lit walkways to development	✓	✓
Pedestrian access points	✓	✓
Provision of on-site security patrols	✗	✓
Personal alarms	✓	✓
Action – Promotion of Cycling		
Secure covered cycle parking (Sheffield stands at workplaces)	✓	✓
Provision of changing facilities & lockers	✗	✓
Cyclist access points	✓	✓
Create a Bicycle User Group (BUG)	✗	✓
Provision of on-site repair scheme	✗	✓
Provision of reflective clothing on opening	✓	✓
Introduce cycle mileage rates for business travel	✗	✓

Table 1: Measures appropriate for differing types of development

Action – Promotion of Public Transport Use		
Ensure local bus shelters adequate condition & lit	✓	✓
Provision of company shuttle bus	✗	✓
Provision of dedicated bus lanes to site	✓	✓
Improvement to bus and rail infrastructure serving the site	✓	✓
Active dissemination of travel info by TPC	✓	✓
Improvements to waiting environments / provision of Real Time Information	✓	✓
Provision of discounted public transport tickets on opening	✓	✓
Action – Promotion of motorcycles / powered two wheelers		
Provision of appropriate parking	✗	✓
Provision of changing facilities & lockers	✗	✓
Action – Measure to Reduce Car Use		
Adequate location for sustainable access	✓	✓
Ensure car park management is in place	✓	✓
Car-free site	✓	✓
Provision of car-share matching service	✓	✓

Table 1: Measures appropriate for differing types of development (cont)

Action – Fleet Management		
Provision of pool cars / bikes	x	✓
Review of company car policy	x	✓
Review of mileage rates	x	✓
Provision of driver training	x	✓
Encourage route planning	✓	✓

Table 1: Measures appropriate for differing types of development (cont)

## 15. Monitoring and Evaluation

- 15.1. It is important that the Targets set for each Travel Plan are met.
- 15.2. As such, Travel Plans should provide details of the **Monitoring and Evaluative procedures** that will be employed.
- 15.3. Appendix A gives a template monitoring system that could be used by developments.
- 15.4. The time-scale for monitoring will depend on the type of development but should match the design horizon (in years) identified in the Transport Assessment.
- 15.5. *i.e. a Transport Assessment may use a design horizon of Planning Application Date + 5 Years. The corresponding Travel Plan monitoring period would be five years from first occupation (for full Travel Plans) or from first occupation to five years following 50% occupation (for Framework Travel Plans).*
- 15.6. **Initial monitoring (a baseline) should be undertaken within 3 months of occupation of each unit.**

### **Primary Target Monitoring**

- 15.7. The primary Target should be in the form of trip generation totals given in the Transport Assessment. As such, the monitoring of the primary Target should be in the form of counts. For some developments, this could be in the form of automatic traffic counters built into the access road. However, for most developments, the TRICS Standard Assessment Methodology (SAM) should be adopted.
- 15.8. In addition, and particularly where off-site parking may be an important factor, travel information for the site should be gathered by Travel Surveys. Such an approach is also important to identify measure-specific issues which may be useful in promoting specific interventions.
- 15.9. Example Travel Survey forms are given in Appendix B. If an alternative form is to be used, this should be discussed and agreed with NCC when developing the Travel Plan.
- 15.10. Where the Travel Survey is being used to identify trip totals, a statistically significant sample should be obtained as a minimum.

15.11. A timetable showing the monitoring events is given below;

Year	SAM	Travel Survey
Baseline	No	Yes
1	Yes	Yes
2	No	Yes
3	Yes	Yes
4	No	Yes
5	Yes	Yes
Etc.		

Developers must fund the cost of gathering formal monitoring data.

15.12. Although mode-split data should not form the basis of Targets, resultant mode-splits should be reported (in terms of proportions of total trips and quantities) as part of the monitoring reports.

### **Secondary Target Monitoring**

15.13. Measures implemented as part of the Travel Plan, such as car-share schemes, should also be subject to ongoing monitoring as part of the Travel Plan.

15.14. e.g. the TPC could monitor specific areas relating to:

- Demand for car parking,
- Cycle parking usage,
- The uptake of the car-share scheme,
- The up-take of discounted public transport tickets.

15.15. Dependent on the extent of uptake of the above, action to increase such provision should be undertaken accordingly, in order to promote fully the usage of sustainable travel modes.

### **Reporting**

15.16. The results of the surveys undertaken should be periodically disseminated to all members of staff / visitors / residents.

15.17. A commitment to produce an **annual monitoring report** for the Districts and NCC should be included within the Travel Plan. This is to assist in monitoring compliance to Section 106 agreements and planning conditions.

15.18. It should also include any relevant information on changes of personnel, partnerships with other organisations and detail brief plans for the forthcoming year.

### ***Reviewing the Travel Plan document***

15.19. The Travel Plan itself should be a 'living' document. As such, the developer should give a commitment to review this periodically. Given this, a commitment to a **three year review** and evaluation for District and County Councils should be given within the document.

Although formal monitoring will be required for a set time-frame, the requirement for a Travel Plan governing the management of trips to and from the site will continue to operate beyond the formal monitoring period.

Monitoring should ideally continue on a voluntary basis every two years thereafter.

## 16. Remedial Actions / Fallback Measures

- 16.1. It is important that the Targets set for each Travel Plan are met. As such, Travel Plans should consider how they would respond if monitoring procedures identified that a development was not approaching their agreed Targets via the development of an appropriate strategy.
- 16.2. In such cases, **remedial / fallback** measures may be required. The scope of these measures would be related to the location of the site and findings of the Transport Assessment. For instance, where a development is taking place in a particularly sensitive location in transport terms<sup>6</sup> (to be advised by the Nottinghamshire highway development control team) then more robust remedial / fallback measures may be required than in other locations.
- 16.3. Example remedial / fall back measures are described below;

### *Monitoring*

- 16.4. If the travel plan is not meeting its targets after the agreed time-frame for monitoring, the monitoring period (including associated reporting) will continue for a further 5 years.

### *Measures*

- 16.5. The Travel Plan should include consideration of:
- Further funding allocated in order to provide support to the Travel Plan Co-ordinator.
  - Additional infrastructural (i.e. parking provision / management) actions that are inclined towards the promotion of sustainable travel.
  - Additional promotional (i.e. free public transport tickets, participation in national events) actions that are inclined towards the promotion of sustainable travel.

### *Compensatory Payment*

- 16.6. As noted in Section 1, Trip Generation totals are important in identifying potential network capacity improvements as part of the Transport Assessment process. As such, failing to meet trip generation estimates / Travel Plan targets may lead to issues on the local highway network requiring mitigation. Where this could occur, compensatory payment or additional works (i.e. additional contributions towards sustainable transport and highway infrastructure) should be offered and secured via the S106 mechanism.

---

<sup>6</sup> For instance, near to junctions that are already operating close to or over capacity during peak hours.

- 16.7. It should be emphasised that any payments by way of impact charges are not a penalty and simply represent a suitable means of addressing any shortcomings in delivery.

## **17. Travel Plan Statements**

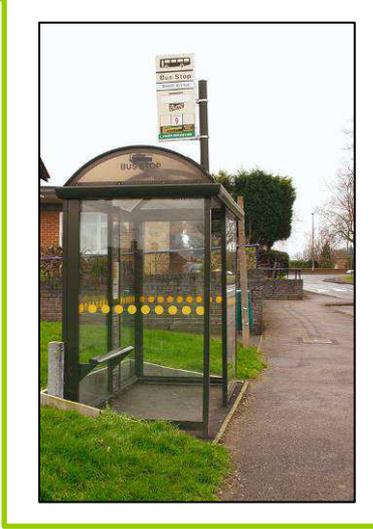
- 17.1. A Travel Statement has the same purpose as a Travel Plan, however, its scope is smaller and monitoring requirements are not a compulsory requirement for the development.
- 17.2. The size of development determines the type of Travel Plan document required. Thresholds for Travel Plans and Statements should be consistent with the Department for Transport's *Guidance on Transport Assessments* (2007) and these are given in Table 2, overleaf.
- 17.3. For specific cases, where there are likely to be less than 20 employees working on the site, then a Travel Plan Statement may be appropriate even for developments above the threshold indicated above. This should be raised and agreed with NCC at the scoping stage.
- 17.4. A template Travel Plan Statement is given within Appendix C.

Land Use	Use / Description of Development	Size	No Assessment	Transport / Travel Plan Statement	Transport Assessment / Travel Plan
A1 Retail	Retail sale of food goods to the public - food superstores, supermarkets, convenience food stores	GFA	< 250 sq.m	> 250 < 800 sq.m	> 800 sq.m
A1 Non-food Retail	Retail sale of non-food goods to the public; but includes sandwich bars - sandwiches or other cold food purchased and consumed off the premises, internet cafes	GFA	< 800 sq.m	> 800 <1500 sq.m	> 1500 sq.m
A2 Financial & Professional Services	Financial services - banks, building societies and bureaux de change, professional services (other than health or medical services) - estate agents and employment agencies, other services - betting shops, principally where services are provided to visiting members of the public.	GFA	<1000 sq.m	> 100 < 2500 sq.m	> 2500 sq.m
A3 Restaurants & Cafes	Restaurants and cafes - use for the sale of food for consumption on the premises, excludes internet cafes (now A1).	GFA	< 300 sq.m	> 300 < 2500 sq.m	> 2500 sq.m
A4 Drinking Establishments	Use of a public house, wine-bar or other drinking establishment.	GFA	< 300 sq.m	> 300 < 600 sq.m	> 600 sq.m
A5 Hot Food Takeaway	Use for the sale of hot food for consumption on or off premises.	GFA	< 250 sq.m	> 250 < 500 sq.m	> 500 sq.m
B1 Business	(a) Offices other than in use within Class A2 (financial & professional services) (b) research and development - laboratories, studios (c) light industry		< 150 sq.m	> 1500 < 2500 sq.m	> 2500 sq.m
B2 General Industrial	General industry (other than classified as in B1), The former 'special industrial' use classes, B3 - B7, are now encompassed in the B2 use class.	GFA	<2500 sq.m	> 2500 < 4000 sq.m	> 4000 sq.m
B8 Storage or Distribution	Storage or distribution centres - wholesale warehouses, distribution centres and repositories.	GFA	< 3000 sq.m	> 3000 < 5000 sq.m	> 5000 sq.m
C1 Hotels	Hotels, boarding houses and guest houses, development fall within this class if 'no significant element of care is provided'.	Bedroom	< 75 bedrooms	> 75 < 100 bedrooms	> 100 bedrooms
C2 Residential Institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	< 30 beds	> 30 < 50 beds	> 50 beds

Land Use	Use / Description of Development	Size	No Assessment	Transport / Travel Plan Statement	Transport Assessment / Travel Plan
C2 Residential Institutions - residential education	Boarding schools and training centres	Student	< 50 students	> 50 <150 students	> 150 students
C2 Residential Institutions - institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation,	Resident	< 250 residents	> 250 < 400 residents	> 400 residents
C3 Dwelling Houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes - students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwelling Unit	< 50 units	> 50 < 80 units	> 80 units
D1 Non-residential Institutions	Medical and health services - clinics and health centres, creches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	< 500 sq.m	> 500 < 1000 sq.m	> 1000 sq.m
D2 Assembly & Leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorising vehicles or firearms.	GFA	< 500 sq.m	> 500 < 1500 sq.m	> 1500 qs.m
Others	For example: stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying or motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	TBD	Discuss with appropriate highway authority	Discuss with appropriate highway authority	Discuss with appropriate highway authority

*(Table 2: Indicative Thresholds for Transport Assessments Source DfT Guidance on Transport Assessment 2007)*

### Section 3: Auditing a Travel Plan



## 18. Auditing a Travel Plan

18.1. Travel Plans submitted to Nottinghamshire County Council will be reviewed using the CAT system, with accompanying checklist.

<b>C</b> overs all elements	Does the Travel Plan contain all the key elements that are expected to be included in a Travel Plan, with appropriate content in each case?
<b>A</b> ddresses site specific issues	Does the Travel Plan address all the issues identified in the transport assessment and respond to specific barriers and opportunities that are presented by the site?
<b>T</b> ips the balance in favour of sustainable travel	Does the Travel Plan contain measures that can be expected to make a real difference in terms of reduced car usage?

18.2. Figure 4 provides a visual representation of the key Travel Plan areas required for discussion, as set out in this guidance.

18.3. Table 3 also provide a Travel Plan audit tool which can be used by developers as a framework for the inclusion of the Travel Plan's key components.

18.4. Those measures included in the checklist are not exhaustive and should be treated as the basis for discussion and potential expansion.

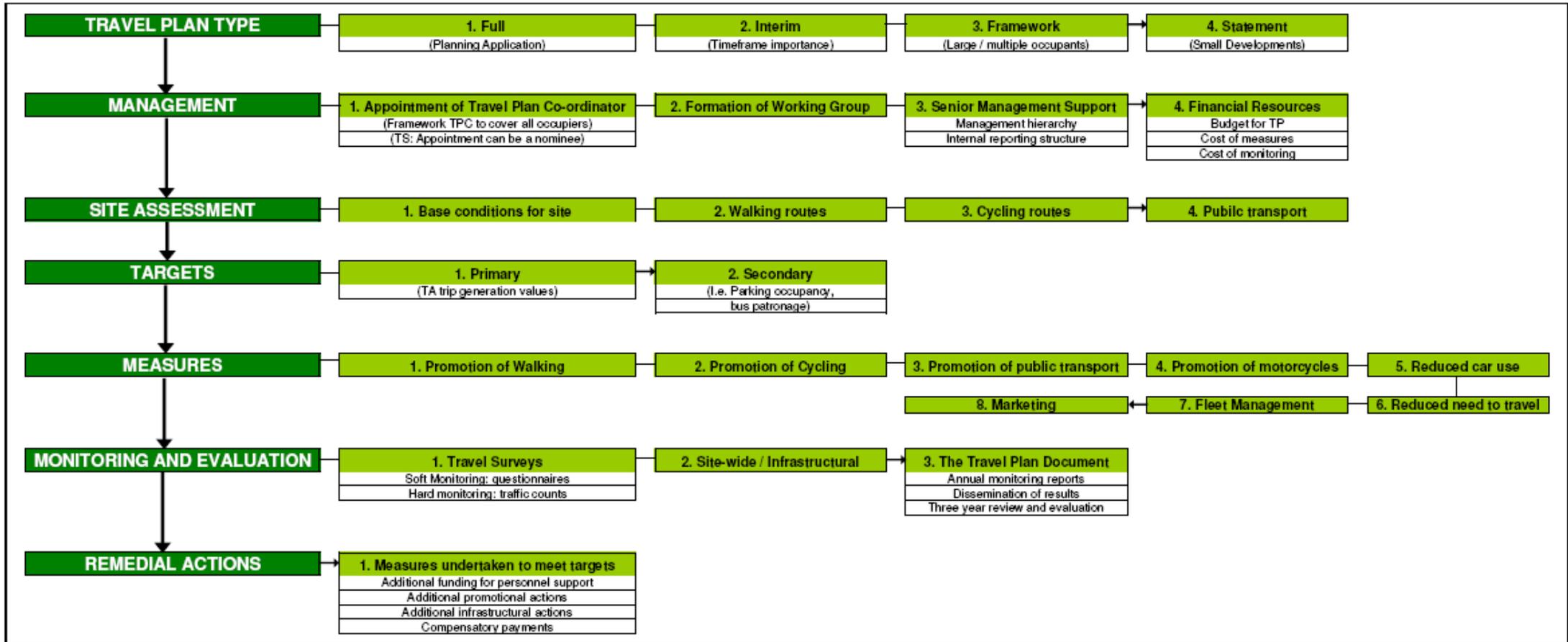


Figure 4: Travel Plan Components

## Travel Plan Audit Tool

<b>Key Elements to be included in the travel plan document:</b>	<b>Residential</b>	<b>Workplace</b>
<i>Type of Travel plan</i>		
Full		
Interim		
Framework		
<b>OBJECTIVE</b>		
<b>Scope of the plan (what is the plan addressing)</b>		
- staff commute journeys		
- visitor / customer journeys		
- resident journeys		
- deliveries		
<b>Outcome objective of the plan (what is the plan supposed to achieve)</b>		
- How does the plan fit within the broader aims of the organisation?		
<b>MANAGEMENT</b>		
<b>Identification of a Travel Plan Co-ordinator</b>		
- Period in post		
- Site-wide / unit based		
- Promotion of the Plan		
- Monitoring of the Plan		
- Formation of a Travel Plan working group		
- Liaise with planning and highway authorities		
- Inclusion of name & full contact details of TPC contact / interim contact		
<b>Identification of senior management support</b>		
<b>Evidence of long-term financial support</b>		
<b>Timetable for Management of the Plan</b>		
For <b>Framework</b> Travel Plans, is it clear how when travel plans will be developed among occupying organisations?		
Are the funding implications clear for the: 1) travel plan co-ordinator 2) monitoring programme?		

Table 3: Travel Plan Audit Tool

<b>SITE ASSESSMENT</b>		
<b>Name of developer and occupier if different</b>		
<b>The development</b>		
- Address & location map showing proposed site		
- Type and size of development		
- Current (and proposed) staff occupancy		
- Current (and expected) customer / visitor numbers		
- Current travel survey data		
<b>Links to existing transport networks</b>		
<b>Total number of car parking spaces – current and proposed</b>		
- proportion allocated to disabled users		
- proportion allocated to visitors		
- proportion allocated to staff		
- proportion allocated to car-sharers		
- proportion allocated to pool cars		
<b>Car parking management strategy</b>		
<b>Pedestrian access to the site</b>		
- Identification of condition, width, crossing locations, lighting		
- Proximity of transport interchanges such as bus or train stations		
<b>Cycle facilities</b>		
- Identification of cycle routes running to or near the site		
- Cycle parking available		
- Shower and changing facilities available		
<b>Public Transport</b>		
- Public transport service availability		
- Location of bus stops within 400m of site		
- Identification of bus routes serving stops within 400m of site (major destination and frequency)		
- Train stations in vicinity of site, including frequency & routes of trains		
<b>Identification of existing public transport capacities - prior to and after development</b>		

Table 3: Travel Plan Audit Tool (cont)

<b>SETTING TARGETS</b>		
- Primary Target - Trip generation values identified		
- Secondary Target - i.e. cycle parking / car-share space occupancy, bus patronage		
- Target covers 5 years following 50% occupancy		
- Identification of target audience		
<b>MEASURES</b>		
For <b>Framework</b> and <b>Interim</b> Travel Plans, is it clear how and when the final set of Measures will be finalised?		
<b>Promotion of Walking</b>		
- Provision of adequate, well lit walkways / footpaths to site		
- Provision of adequate pedestrian access points		
- Provision of personal alarms		
- Provision of on-site security patrols		
- Co-operation in national promotional events		
<b>Promotion of Cycling</b>		
- Provision of secure Sheffield stand cycle parking (in line with NCC standards)		
- Provision of changing facilities and lockers		
- Provision of adequate cyclist access points		
- Creation of a Bicycle User Group (BUG)		
- Provision of reflective clothing		
- Introduction of cycle mileage rates for business travel		
- Provision of on-site repair scheme		
- Co-operation in national promotional events		
<b>Promotion of Public Transport Use</b>		
- Active dissemination of public transport information		
- Improvements to waiting environments / provision of Real Time Information		
- Adequate condition of local bus shelters		
- Provision of a company shuttle bus		
- Improvement to bus and rail infrastructure serving the site		
- Provision of priority access		
- Provision of discounted public transport tickets		

Table 3: Travel Plan Audit Tool (cont)

<b>Measures (Cont)</b>		
<b>Promotion of motorcycles / powered two-wheelers</b>		
- Provision of parking (in line with NCC standards)		
- Provision of changing facilities and lockers		
<b>Measures to Reduce Car Use</b>		
- Car park management		
- Car-share matching service		
<b>Fleet Management</b>		
- Review of company vehicle policy		
- Review of mileage rates		
- Provision of pool cars / bikes		
- Initiatives reduce business travel impacts		
- Use of biofuels		
- Provision of driver training		
- Route planning		
<b>Measures to Reduce the Need to Travel</b>		
- Provision of on-site facilities		
- Provision of transport information to staff /visitors / residents		
- Local recruitment policy		
- Option to work from home		
- Option to work flexible hours		
- Offering of a personalised journey planning service		
- Co-operation in national promotional events		
<b>Marketing the Travel Plan</b>		
- Provision of site-wide notice boards containing public transport, cycling, walking maps / information		
- Frequent travel /working group meetings with the TPC		
- Provision of travel information packs to all new members of staff / residents		
- Regular media for communication with staff / visitors		
- Periodic issue of newsletter		
- Co-operation in national promotional events		

Table 3: Travel Plan Audit Tool (cont)

<b>MONITORING AND EVALUATION</b>		
<b>Areas to be monitored:</b>		
<b>Travel Surveys / Questionnaires</b>		
- Has an appropriate survey methodology been proposed?		
- Commitment to carry out first travel survey within 3 months of site occupation		
- Commitment to undertake surveys on an annual basis		
- Survey results should be disseminated periodically to staff / visitors / residents		
<b>Site-wide Measures / Infrastructure</b>		
- Demand for car parking		
- Cycle parking usage		
- Motorcycle parking usage		
- Car-share scheme uptake		
- Discounted public transport tickets uptake		
- Demand for changing, shower and locker facilities		
<b>The Travel Plan Document</b>		
The Travel Plan should give:		
- A commitment to produce annual monitoring reports for the District and County Councils		
- A commitment to disseminate the results of the surveys to staff / visitors / residents		
- A commitment to a three year review and evaluation		
<b>REMEDIAL ACTIONS</b>		
<b>If targets are not achieved, consideration of:</b>		
Remedial Actions		

Table 3: Travel Plan Audit Tool (cont)

## Section 4: Securing a Travel Plan



## 19. Example of Travel Plan Conditions

- 19.1. As noted earlier, the Travel Plan should be agreed prior to planning consent being agreed as this is now an important consideration with regards to the Transport Assessment process.
- 19.2. To secure a Travel Plan, the local planning authority is likely to either use Planning Conditions or a S106 agreement. Planning Conditions are a set of requirements given at the time of issuing a planning permission. A S106 agreement is a legal agreement between the Planning Authority and the applicant / developer. This is a more flexible arrangement than planning conditions and allows for the specification of financial contributions and the appending of the final Travel Plan document.
- 19.3. The S106 route is the preferred method for securing Travel Plans but this is not always appropriate. As a rule of thumb, if a development requires a S106 agreement for other matters then the Travel Plan should be included in the S106. In other circumstances, Planning Conditions (examples of which are given below) should be used.

### 1. No Travel Plan Submitted

No development shall be occupied or brought into use until such time as a Full/Outline/Framework\* (*Delete as appropriate*) Travel Plan has been submitted to and approved in writing by the Local Planning Authority.

**Note:** Insert standard conditions as amended for either framework, full, or outline travel plans as appropriate (see 2, 3, or 4 below):

### 2. Travel Plan Framework (*multi-occupation sites*)

Insert standard condition i, ii, and iii (no amendments)

### 3. Travel Plan for Full Planning Applications (*single occupancy sites*)

Insert standard conditions i and iii

Delete text superscripts 1, 2, 5, 6, and 7 as underlined

### 4. Outline Travel Plan for Outline Planning Applications (*usually less than 5 occupiers*)

Insert standard conditions i, ii, and iii

Delete text superscripts 2, 3, 4, 6, and 7 as underlined

## **Standard Conditions**

- i. No development shall be occupied or be brought into use until the owners and the occupiers of the site have appointed and thereafter continue to employ or engage a site-wide<sup>1</sup> travel plan coordinator who shall be responsible for the implementation delivery monitoring and promotion of the sustainable transport initiatives set out in the Travel Plan Framework<sup>2</sup> and whose details shall be provided and continue to be provided thereafter to the Local Planning Authority
- ii. Prior to the occupation of any business (excluding businesses employing less than [20] employees who shall submit a Travel Plan Statement) the owner and the occupier of each business unit shall appoint and thereafter continue to employ or engage a travel plan coordinator and<sup>3</sup> within [3] months of occupation the owner and occupier shall commission a detailed travel plan that sets out final targets with respect the number of vehicles using the site and the adoption of measures to reduce single occupancy car travel consistent with the Travel Plan Framework and in conjunction with the site-wide travel plan coordinator<sup>4</sup> to be approved by the Local Planning Authority. The Travel Plan shall be implemented in accordance with the approved timetable and be updated consistent with future site-wide travel plan initiatives including implementation dates to the satisfaction of the Local Planning Authority.
- iii. The site-wide<sup>5</sup> travel plan coordinator shall commission travel surveys and update the TRICS database in accordance with the Standard Assessment Methodology (SAM) or similar method to be approved after the first, third, and fifth year of full occupation and produce monitoring reports at intervals as required by the Travel Plan Framework<sup>6</sup> monitoring periods. The monitoring reports submitted to the Local Planning Authority shall summarise the data collected over the monitoring period and propose revised initiatives and measures where travel plan targets are not being met including implementation dates to be approved in writing by the Local Planning Authority and which shall inform individual Travel Plans<sup>7</sup>.

## **5. Example of a Planning Condition for those developments requiring a Travel Plan Statement**

No part of the development hereby permitted shall be occupied until a Travel Plan Statement including travel survey proposals has been submitted and approved in writing by the Local Planning Authority. The required travel survey data shall then be available to the Local Planning Authority on request.