

GUIDANCE FOR THE PREPARATION OF TRAVEL PLANS IN SUPPORT OF PLANNING APPLICATIONS (Derby, Derbyshire and Nottinghamshire)



**Nottinghamshire
County Council**

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Introduction

This document provides guidance on the requirements for Travel Plans submitted in support of planning applications within Derby, Derbyshire and Nottinghamshire.

The National Planning Policy Framework (NPPF, Dec 2024) defines a Travel Plan as: *“A long-term management strategy for an organisation or site that details how agreed sustainable transport objectives are to be delivered, and which is monitored and regularly reviewed”*.

The NPPF also states (Paragraph 118) that: *“All developments that will generate significant amounts of movement should be required to provide a Travel Plan, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored.”*

The receiving Local Planning Authority will normally forward any Transport Assessments and Travel Plans submitted in support of planning applications to the Local Highway Authority for their comment, review, and approval.

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 plan is likely to be different. However, there are seven core components which should be in every Travel Plan. These are:

1. An overall transport Vision, which should link to the Vision articulated in the Transport Assessment or Transport Statement.
2. A commitment from the developer (in the form of an overarching Aim) to either:
 - a. Minimise single occupancy vehicle use by promoting and supporting alternative modes (suitable for most development locations); or
 - b. Minimise the use of private cars by promoting and supporting alternative modes (city centre locations).
3. The identification of a Travel Plan Co-ordinator to lead the implementation of the Travel Plan.
4. The setting of Targets aligned with the objectives of the Travel Plan.
5. The implementation of a range of Measures to meet the objectives of the Travel Plan.
6. The adoption of a monitoring regime (potentially part of a wider ‘Monitor and Manage’ strategy) to report progress against targets which will be submitted to the Planning Authority and Highway Authority.
7. The commitment to review and update the Travel Plan in response to Monitoring against Targets, which may include for the provision of further measures and initiatives that may be required to meet the Targets.

This guidance gives specific detail with regards to the above components.

Who is this guidance for?

This guidance is intended for use by:

- developers.
- those working for developers (including those submitting planning applications and preparing Travel Plans).
- local authority officers (both planning authority and local highway authority).

For *developers*, this guidance sets out the requirements of the Travel Plan process in terms of long-term management of development proposals.

For those *working for developers*, this guidance sets out the expected content and scope of Travel Plans such that they can be agreed with the local highway authority.

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.

Where appropriate, the attention of the above audiences will be drawn to relevant sections of this guidance.

What does this guidance not cover?

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 related to the requirements of Travel Plans submitted to support a planning application (within the authority areas of Derbyshire, Derby and Nottinghamshire)**. However, the guidance does provide a useful start for those seeking to develop a Travel Plan for reasons other than a planning application.

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.

National Highways may have additional requirements to those listed in this document if the development is in proximity to the Strategic Road Network, although the principles should be aligned.

If you are preparing a Travel Plan for the purposes of BREEAM, then BREEAM guidance should also be considered in preparing your Travel Plan.

For School Travel Plans:

- Within Nottinghamshire, a simplified form is available to schools that are producing Travel Plans voluntarily. For the avoidance of doubt, School Travel Plans that are being prepared to support a planning application should follow the guidance in this document (not the simplified form), and refer to the School Travel Toolkit in relation to potential Measures (only): <https://www.nottinghamshire.gov.uk/education/travel-to-schools/school-travel-toolkit>
- Within Derbyshire, Modeshift STARS is used to create a school travel plan.

How does a travel plan relate to the Transport Assessment?

The Vision of the Transport Assessment (or Transport Statement) and Travel Plan should be aligned.

Traditionally, a Transport Assessment (TA) has sought to establish the likely impacts of a proposed development (prior to planning permission being granted) and identify 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.

There are therefore three main synergies between the Transport Assessment and Travel Plan process:

- Trip Generation (including consideration of alternative “Vision-Led Scenarios”).
- Implementation Mechanisms.
- Monitoring and Remedial Measures (potentially including wider “Monitor and Manage” strategies).

A Travel Plan should be used to achieve mode shift and minimise trip generation associated with the audience of the Travel Plan. 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, and that appropriate monitoring mechanisms are secured to trigger a fallback position (including remedial measures).

A Travel Plan should be agreed before the granting of planning consent – as per the Transport Assessment – and submitted with the planning application.

Note: A Travel Plan cannot be expected to turn a wholly unsustainable site in transport terms into a sustainable one.

I have a question who should I contact?

If you have a question, please contact:

Derby City Council: transport.planning@derby.gov.uk

Derbyshire County Council: sustainable.travel@derbyshire.gov.uk

Nottinghamshire County Council: transport.planning@nottscc.gov.uk

Writing a travel plan

General Note: Many travel plans that are submitted in support of planning applications are often written as though consultants are providing advice to developers about what a Travel Plan ‘should’ contain and achieve. A travel plan’s purpose is to provide confidence to the highway authority that its content ‘will’ be delivered, especially where it forms a fundamental part of vision led planning. As such, use of “will” commitments are preferred, rather than “should”, “could”, “will consider”, etc.

SCOPING AND AGREEING THE OUTLINE CONTENTS OF A TRAVEL PLAN

Given the linkages with the Transport Assessment, the outline contents of a Travel Plan supporting a planning application should be agreed with the local highway authority as an intrinsic part of the scoping process.

The areas to be agreed as part of the scoping process should include:

- Relationship to the Vision-Led approach of the Transport Assessment.
- Type of Travel Plan to be submitted.
- Scope of Site Audit.
- Key Measures relevant to the site and development.
- Approaches to Monitoring and Fallback (Remedial) Measures.

Adherence to the structure suggested in this guidance should facilitate the assessment and agreement of the plan and should expedite this element of the Planning Application.

Type of Travel Plan

There are three main types of Travel Plan for a development site:

- Full Travel Plans.
- Interim (Outline) Travel Plans.
- Framework Travel Plans.

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. Where the end user is known (e.g. employment unit occupier, or housing developer), then a Full Travel Plan should always be submitted.

An **Outline Travel Plan** may be more appropriate for certain applications, e.g. employment uses where there is a single occupier but that occupier remains unknown; e.g. housing development but the developer is unknown. They should still include clear targets, but some aspects may remain provisional (i.e. details of measures). An important component of the Outline Travel Plan would be a timeframe in which to develop and agree with the local highway authority a Full Travel Plan.

A **Framework Travel Plan** can be submitted in the case of developments with multiple employment occupants and where the occupier(s) remains unknown, or if a large residential site is being phased and involves several developers. It should focus on targets and measures across the whole site and should be administered centrally. Framework Travel Plans should be followed by Full (or Unit) Travel Plans for individual components, as the site develops, which are consistent with the Framework. 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.

For very small sites that don't generate significant amounts of movement (e.g. in the context of travel plans this could be fewer than 50 dwellings or 20 total staff) then a **simplified Travel Plan** (or a Travel Plan Statement) may be appropriate focusing attention on the Travel Plan Co-ordinator role, proposed Measures and light-touch monitoring. For the avoidance of doubt, simplified Travel Plans would not be appropriate as a substitute for Unit Travel Plans (operating under a Framework Travel Plan) where consistency with the agreed Framework Travel Plan will be required.

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.

Travel Plan Contents

Background to the development

The Travel Plan should provide an overview of the site being developed (including location, size and type), introduce the organisation(s), and provide an overview of how they will operate (e.g. staff numbers, shift patterns, operating hours), if known.

The site location, including address, should be provided and mapped.

For larger sites, phasing would need to be identified such that an appropriate monitoring lifetime can be agreed.

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 all-modes trip generation.

Where a Travel Plan is being submitted to satisfy a planning condition, then the relevant planning condition should be included in the introductory text, alongside the planning application reference number.

Management of the travel plan

Travel Plan Co-ordinator

An individual must be identified who would act as a Travel Plan Co-ordinator for the development. A Travel Plan Co-ordinator has a critical role in ensuring the Travel Plan is implemented, managed, monitored and reviewed over time.

The role of the Travel Plan Co-ordinator should be to:

- 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).
- The Travel Plan Co-ordinator should be the primary point of contact for staff's / residents' / visitors' transport needs.
- 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.

Full contact details of the Travel Plan Co-ordinator should be provided in the Travel Plan. If a Travel Plan Co-ordinator hasn't been appointed at the time of submitting a Travel Plan, then this role should be filled by the developer or the developer's representative for the planning application. A commitment should be given to update the Travel Plan Co-ordinator's contact details when any changes occur. It will be expected that the Travel Plan Co-ordinator will be in post to cover the full monitoring period, including a period prior to the monitoring period to develop and deliver initial Measures.

For Framework Travel Plans:

- one Site-Wide Travel Plan Co-ordinator should be appointed by the developer / landowner to cover all occupiers, and to manage site wide Measures and Monitoring. The mechanism by which this individual would liaise with the individual units making up the development site should also be identified within the Travel Plan.
- Unit Travel Plan Co-ordinators are then recommended to implement the Travel Plan within individual occupiers, or separate residential phases (if brought forward by different developers).

The Travel Plan should clearly set out what responsibilities (targets, measures, monitoring) will remain with the site-wide Travel Plan Co-ordinator, and which will rest with Unit Travel Plan Co-ordinators. As a general rule, the presence of Unit Travel Plan Co-ordinators should not dilute site-wide commitments.

Notes:

- The Travel Plan Co-ordinator 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 Travel Plan.
- The appointment of a Travel Plan Co-ordinator 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

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

Financial Resources

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.

Site Assessment

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.

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 the Travel Plan should be considered as a stand-alone document.

The Travel Plan should include a site location plan that shows the scale of the proposed development site in relation to the surrounding area and transport system, including relevant local and national policy e.g.

- Pedestrian catchments, access and wider linkages.

- Cycle catchments, access and wider linkages.
- Public transport availability and accessibility including pedestrian linkages from stops to and from the development and connecting services (e.g. bus services to reach railway stations).
- Vehicular access (and constraints such as peak hour congestion).
- Potential for cumulative impacts of multiple developments
- proximity to nearby environmental designations or sensitive areas

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.

The location of nearby day-to-day facilities should be identified, depending on the development type. Consideration should then be given as to how these can be reached via sustainable transport modes

(including crossings of main roads) for an appropriate catchment (with BREEAM identifying a catchment of 500m, for example):

- Food outlet
- Access to cash
- Outdoor open space
- Recreation or leisure facility
- Postal facility
- Community facility
- Pharmacy
- Medical Practice
- Childcare facility and / or school

Walking and Wheeling (including Mobility Aids)

Pedestrian access (including those persons using mobility aids) should be considered as the primary mode for accessing and moving around within 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.

The assessment should include the condition of footpaths, width, crossing locations and lighting in relation to Active Travel England standards, and cross refer to the Local Cycling and Walking Infrastructure Plan (LCWIP).

Disabled access for the development proposals themselves should also be considered.

Cycling

Existing cycling facilities in the vicinity to the site should be described, along with how the development proposes to tie into these networks.

When designing new cycle infrastructure, this should be LTN1/20 compliant.

Proposals should include appropriate cycle parking facilities in line with local standards (as a minimum – but also considering the accommodation of ambitious cycle mode share targets) and showering & changing facilities where appropriate (e.g. employment sites).

Cycle parking should include a proportion (suggested 5%) for non-standard cycles to accommodate people with mobility impairments.

Public Transport

The availability of public transport services should be described (separate guidance on the accessibility of public transport nodes is available from the Chartered Institution of Highways and Transportation (*Guidelines for Providing for Journeys on Foot*), BREEAM, and individual local authority design guidance). This should include bus/rail/tram stop locations, service start and end times, and service frequency.

If it is being assumed that development-related trips are to be accommodated on the existing public transport network then, for large developments, an assessment should be made of the available capacity on the existing public transport infrastructure relevant to the development. Public Transport Accessibility Levels (PTAL) will not normally be required; however, these may be needed if your Travel Plan is intended to score BREEAM points.

Vehicular Parking

The Travel Plan should detail the car parking spaces to be provided on site by category (including total, disabled, visitors, staff, car share and pool cars, pickup and drop off, motorcycle, and coach spaces).

Where car share is considered as a potential Measure, this should be supported by the provision of dedicated car share spaces (suggested 5% starting point) on opening of the development. Parking facilities available in the vicinity of the site should also be described (including walking routes to the site).

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.

The overall management strategy for car parking spaces should be described (e.g. first come – first served, needs based, according to seniority, permit based, car share scheme). This is particularly important where:

- The development 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 near the site which may undermine other measures (such as restricted parking),
- There is potential for off-site parking problems (such as on-street parking in undesirable locations), for which monitoring may also be required (see later).

Setting Targets

Targets will need to align to, and support, the Vision-Led approach articulated in the Transport Assessment (or Transport Statement) and Travel Plan. It is noted that vision-led planning has an emphasis on scenarios based on uncertainties. The Travel Plan should therefore be clear on the scenario for which the Targets relate, uncertainties, and linkages to any wider ‘monitor and manage’ strategy.

Primary Targets

The Primary Target within a Travel Plan should usually be based around the (multi-modal) trip generation values set out in the development’s Transport Assessment or Transport Statement (i.e. on which the local highway authority is judging the acceptability of the development’s traffic impact).

The (vehicular) trip generation values given in the Transport Assessment 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. This is best presented as two tables, so that the difference can be clearly shown. A Target reduction of 10% (percentage points) of vehicular trips will typically be required (*Note: where a development includes off-site infrastructure to support sustainable transport modes, then the TP should be clear as to the degree that this infrastructure will facilitate modal choice, and how the TP will then maximise these choices*).

Mode Split Targets will not normally be accepted as a Primary Target. This is because mode split targets form a weaker linkage to the assumptions contained in a Transport Assessment, and that 2021 census 'journey to work' data was collected during the Covid19 pandemic (and is therefore not recommended for use without caution).

If a mode-split target is put forward for a particular development (rather than a trip generation-based target), then the Travel Plan should provide reasons, which may include:

- Sites with a high proportion of trips by persons who do not form the key formal Travel Plan audience group e.g. supermarkets, leisure facilities. Note, measures for visitors will still be expected for such sites, and traffic counts will still be needed as part of the monitoring strategy, but targets are unlikely to be expected for visitor / customer trips).
- City / town centre sites with no on-site parking.

Notwithstanding the above, mode share tables remain very useful to show how the site is expected to be delivered and to define ambitious proportions expected to walk, cycle and take public transport to and from the site. Mode share aspirations should align with the Government target that 50% of all

trips in town should be walked or cycled by 2030 and 55% by 2035 (Second Cycling and Walking Investment Strategy, 2022).

Where a development proposal involves the extension of an existing site, then a travel survey should be conducted of existing users to inform the travel plan targets (and proposed measures).

Secondary Targets

Secondary Targets should also be identified to help focus measures. These Secondary Targets could include:

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

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 provide additional capacity.

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 Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART).

Timescales

The timescales for Targets should be related to the type of Travel Plan and nature of development. The following examples provide a *high-level indication* of what would be expected:

- Employment / Retail / Leisure / Education; Full Travel Plan / Outline Travel Plan (single occupier): a minimum of five years from first occupation.
- Employment / Retail; Framework Travel Plans (multiple occupiers): from first occupation to 5 years following 50% occupation of the site.
- Residential (small / medium): from first occupation to 5 years following 50% occupation of the site.
- Residential / Employment (large): targets should be related to each phase (both trip generation and mode share) and the timescale agreed on a site-by-site basis. The objective would be to set a Target (and monitoring) timescale and structure that covers the full build-out of large sites, so that the period of the Travel Plan does not prematurely end during site build-out and targets extend to five years post full occupation. Information on phasing would be expected to be provided in the Travel Plan and the timescales agreed with the local highway authority and local planning authority.

Notes:

- The implementation of Measures will not, by themselves, be considered as targets. For instance, the appointment of a Travel Plan Co-ordinator or delivery of car share spaces etc. does not represent achievement of a target, since these should be considered as 'core' components to be delivered.
- 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.

Measures

Measures should be identified to align with the Vision articulated in the Transport Assessment / Travel Plan, and within the context of development occupation. They should be specific to the development type (and end-user, if known), consider the development location, and relevant to the particular 'Audiences' of the Travel Plan. Where there is more than one audience (e.g. staff, visitors) then Measures should be presented separately so that the proposals for each audience are clear. All Travel Plans should include consideration and actions in relation to all the topic areas given below.

- Information and Marketing.
- Infrastructure Measures (intrinsic to the development, considered jointly with the Transport Assessment).
- Promotion of walking.
- Promotion of cycling.
- Promotion of public transport use.
- Measures to reduce Single Occupancy Vehicle car use.
 - e.g. Car Park Management Strategy.
 - e.g. Car Share.
- Measures to reduce the need to travel.

Travel Plan authors are encouraged to review the websites of the East Midlands Combined County Authority, Derbyshire County Council, Derby City Council, Nottinghamshire County Council and Nottingham City Council to identify authority specific initiatives and campaigns which may be useful to refer to, adopt, or support through the proposed travel plan.

Core Measures

For **Framework / Outline Travel Plans**, it should be made clear which Measures are 'core' that will be delivered, and which Measures will be determined within Full or Unit Travel Plans. Similarly, Framework Travel Plans should identify whether the site-wide or unit Travel Plan Co-ordinator will be responsible for delivering the identified Measures.

The following Measures are 'Core' across all development types and sizes:

- Infrastructure that enables access to the wider transport network (e.g. accessible by foot, cycle, public transport etc)
- Provision of a travel information pack (printed or digital) to all residents on first occupation, or on first appointment for staff as they are recruited during the Travel Plan lifetime. As well as providing contact details for the travel plan co-ordinator and information on available sustainable transport modes, the travel information pack should be used to promote the measures within the Travel Plan.
- Personalised Journey Planning for residents / staff via the travel plan co-ordinator.
- Provision of shower, changing facilities and lockers.
- Provision of secure covered cycle parking.
- Provide dedicated and well positioned car share spaces on opening (employment sites), alongside a car share matching service.
- Provision of bus "taster" tickets, or an equivalent value for staff / residents to purchase cycle equipment. The length of each bus taster ticket should normally be one month, but the type and length of ticket will be bespoke to the size, location and service provision at the site. (Opt-outs for providing public transport taster tickets will only be considered where there are no viable bus services, or where the developer has agreed a separate contribution to improving local bus services).
- Promotion of national sustainable transport days and events.

Travel Plan authors should also review the Development Contributions Protocols of individual authorities.

Library Of Potential Measures

The following measures could be included within a Travel Plan. The mix of measures will be related to the type of development Travel Plan being prepared.

Walking / Wheeling (including Mobility Aids)

- Ensure the provision of appropriate well lit, safe walkways / footpaths on approach to the development and within the development (including from connecting modes, e.g. bus stops).
- Ensure the site has adequate pedestrian access points.
- Provide those staff walking to the site with personal alarms and high-visibility clothing.
- Walking buddy group.

Cycling

- Ensure the site has adequate cyclist access points.
- Provide cycle maintenance / repair kits.
- Adopt the Cycle2Work tax initiative (employment sites only).
- Promote cycle training or on-site Dr Bike maintenance sessions.
- Create a Bicycle User Group (BUG).
- Provide reflective clothing for those opting to cycle to the site.
- Introduce cycle mileage rates for business travel.
- Cycle / E-Bike Taster scheme.
- For larger developments, ensure adequate wider cycling network, including cycle links within the site and between the site and key destinations, including connecting modes (i.e. train station).

Promotion of Public Transport Use

- Contribution towards (or provision of) a new bus service (for large developments).
- Provision of a company shuttle bus service (Note: it is recommended that any employment service should be registered with the Traffic Commissioner and available to the general public to support usage and viability).
- Ensure that local bus shelters are adequately lit and in satisfactory condition, including provision of Real Time Passenger Information.
- The provision of priority bus access / dedicated bus lanes to facilitate quick access to the site.
- Provide seasonal / discounted public transport tickets to staff / residents (*note: this does not replace requirement for “taster” tickets on opening*).

Motorcycles/powered two wheelers

- Provision of motorcycle and moped parking.

Measures to Reduce Car Use

- Provision of a car-share matching service or advertise existing car share service.
- Raise awareness of car ownership costs.
- Car park management policies.
- Provision of a telephone to call a taxi (e.g. for supermarkets etc.).

Fleet Management

- Provision of pool cars / bikes.
- Review of company car policy.
- Review of mileage rates.
- Provision of driver training to ensure fuel is used more effectively.
- Encourage route planning for the most efficient route is taken by staff.
- The aim of fleet management for a Travel Plan should be to reduce overall business mileage and fuel usage (e.g. membership of an accreditation schemes, such as Fleet Operator Recognition Scheme, FORS).

Supporting Measures

- Guaranteed ride home for any active travellers / car sharers who are no longer able to get home for whatever reason.
- Formation of a Travel Plan working group.
- Provision of electric vehicle charging in line with BREEAM standards, including ebike charging.
- Provision of transport information on local staff intranet
- 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.
- Provide site-wide notice boards which contain walking, cycling and public transport maps and information.
- Regular media / travel meetings for communication with staff.
- Regular media for communication with visitors.
- Periodic issue of travel newsletter.
- Communal umbrellas.

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 all developments, the proposed measures should be accompanied by a timetable, setting out when measures would be undertaken.

For Outline and Framework Travel Plans, a commitment should be given to the development of an agreed set of Measures following occupation, identification of the end user and the conducting of baseline surveys.

Monitoring travel plans (including within Monitor and Manage)

Overview

It is important that the transport vision for a development site is realised, and that associated Targets for each Travel Plan are met. As such, Travel Plans should provide details of the monitoring processes that will be employed, including consideration of (proportional) fallback measures if the Vision / Targets are not being met.

This section sets out the minimum requirements for most travel plans. For complex or large developments, a more sophisticated “Monitor and Manage” strategy may also be required for which Travel Plan monitoring will form an important part.

Timescales

The timescale for monitoring will depend on the type of development but should match the design horizon (in years) identified in the Transport Assessment and the proposed Targets. As noted previously, very large developments are likely best managed by Phase.

Initial monitoring should be undertaken:

- Employment / Retail / Leisure: within 3 months of occupation of each unit.
- Residential: within three months of the site reaching 50% occupancy (or to be agreed depending on the scale of the residential development and its phasing).

Primary Target Monitoring

As noted previously, 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.

Where the Travel Plan is being used as part of a broader “monitor and manage” strategy. (e.g. where off-site parking may be an important factor, off-site parking surveys may also be required; trip numbers through specific junctions may be of interest etc etc) then consideration should be given to including these elements in the travel plan monitoring. Given ‘Monitor and Manage’ will be complex for some sites, such strategies will be considered on a site-by-site basis.

Travel Surveys

Travel information for the site should also be gathered by Travel Surveys. Such an approach is also important to identify measure-specific issues which may be useful in promoting specific interventions.

The format of the travel survey should be agreed with the highway authority prior to it being used. Where the Travel Survey is being used to identify trip totals, a statistically significant sample should be obtained (or 30% as a minimum). We would recommend visiting households directly to obtain survey responses, rather than relying on leaflet drops or mailed surveys.

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

Monitoring Timetable

An example / recommended monitoring timetable for a single occupier Travel Plan is provided below. (For housing developments, the normal starting point would be 50% occupation, but this would vary for large developments and align with the proposed phasing).

Year 1: Travel Survey and Count
Year 2: Travel Survey
Year 3: Travel Survey and Count
Year 4: Travel Survey
Year 5: Travel Survey and Count

Developers must fund the cost of gathering formal monitoring data.

Monitoring of Measures

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

The Travel Plan Co-ordinator should also monitor specific areas relating to:

- Resident / Employee / Visitor feedback.
- Demand for car parking.
- Cycle parking usage.
- The uptake of the car-share scheme.
- The uptake of discounted public transport tickets.

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

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

Reporting should be aligned to the Vision-Led approach of the Monitor and Manage strategy for the site. As a minimum, a commitment to produce an annual monitoring report for the Planning Authority and Local Highway Authority should be included within the Travel Plan. This is to assist in monitoring compliance to Section 106 agreements and planning conditions. Annual Monitoring Reports should be issued within 1 month of collecting data.

The Monitoring Reports should include:

- The planning application number
- How the Travel Plan has been implemented; and
- How the Travel Plan is performing in line with the agreed Targets (with these targets included in the monitoring report as set out in the agreed Travel Plan).

Each monitoring report should clearly set out:

- Progress with respect to the delivery of the development (e.g. for housing sites, how many dwellings are built, how many are occupied).
- Confirmation of Travel Plan Co-ordinator contact details.
- Progress with respect to implementation of agreed Measures (e.g. information about the delivery of taster tickets including numbers and feedback from survey responses including qualitative comments about the bus service to help inform areas for development).
- Results of Monitoring (Travel Surveys and Travel Counts).
- Comparison and analysis of Monitoring results with Agreed Targets.
- Updated Action Plan.

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

Note: Derbyshire County Council prefers developers to use the ModeShift system for capturing Travel Plan implementation activity and monitoring data.

Reviewing the Travel Plan document

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 with the Planning Authority and Local Highway Authority should be given within the document.

Securing a Travel Plan

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.

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. 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 should be used (with examples provided below):

Example Planning Conditions

1. For all developments sites, if a Travel Plan is **not approved** (by the local highway authority) prior to determination:

i 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 in consultation with the Local Highway Authority.

+ **insert standard conditions listed below** for either Framework or Outline Travel Plan (i.e. to secure the travel plan co-ordinator(s), travel plan monitoring) and core measures.

2. For **Framework Travel Plans** (multi-occupation sites), if the Framework Travel Plan has **already been approved** (by the local highway authority) prior to determination

i. No development shall be occupied or be brought into use until the owners and / or occupiers of the site have appointed and thereafter continue to employ or engage a site-wide Travel Plan Coordinator who shall be responsible for the implementation of the approved Framework Travel Plan and whose details shall be provided and continue to be provided thereafter to the Local Planning Authority unless otherwise agreed.

ii. Prior to the occupation of any business, the owner and / or occupier of each business unit shall appoint and thereafter continue to employ or engage a Unit Travel Plan coordinator and within [3] months of occupation the owner and / or occupier of the business unit shall commission a Unit 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 Framework Travel Plan to be approved by the Local Planning Authority in consultation with the Local Highway Authority. The Unit Travel Plan shall be implemented in accordance with the approved timetable and be updated consistent with future Framework Travel Plan initiatives including implementation dates to the satisfaction of the Local Planning Authority.

iii. The site-wide 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 [ALIGN WITH AGREED MONITORING FOR LARGE SITES] and produce monitoring reports at intervals as required by the Framework Travel Plan 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.

3. For Outline Travel Plans (e.g. single unknown occupier), if the Outline Travel Plan has *already been approved* (by the local highway authority) prior to determination

i. No development shall be occupied or be brought into use until the owners and / or occupiers of the site have appointed and thereafter continue to employ or engage a Travel Plan Coordinator who shall be responsible for the implementation of the approved Travel Plan and whose details shall be provided and continue to be provided thereafter to the Local Planning Authority unless otherwise agreed.

ii. Within [3] months of occupation the owner and / or occupier shall commission a Full 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 approved Outline Travel Plan to be approved by the Local Planning Authority in consultation with the Local Highway Authority. The Full Travel Plan shall be implemented in accordance with the approved timetable including implementation dates to the satisfaction of the Local Planning Authority.

iii. The 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 monitoring period. 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.

3. For Full Travel Plans (e.g. single known occupier), if the full travel plan has *already been approved* prior to determination

i. No development shall be occupied or be brought into use until the owners and / or occupier of the site have appointed and thereafter continue to employ or engage a Travel Plan Coordinator who shall be responsible for the implementation of the approved Travel Plan and whose details shall be provided and continue to be provided thereafter to the Local Planning Authority.

ii. The 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 monitoring period. 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.

4. For all of the above:

Planning Conditions should also be used to secure 'core measures' with examples as follows:

- No part of the development hereby permitted shall be brought into use unless or until the details of a travel information pack to [RESIDENTS / EMPLOYEES] of the development upon occupation are submitted and approved by the Local Planning Authority.

- No part of the development hereby permitted shall be brought into use unless or until the details of a scheme for provision of free bus passes to [RESIDENTS / EMPLOYEES] of the development upon occupation are submitted and approved by the Local Planning Authority. The scheme should include details of the bus pass(es) including period of validity or equivalent, the area of coverage, arrangements for promoting the passes, application and monitoring arrangements.

Remedial actions/fallback measures

It is important that the Targets set for each Travel Plan are met, especially if Travel Plans and sustainable transport forms an important element of site facilitation via the Vision Led approach. As such, Travel Plans should consider how they would respond if monitoring procedures identified that a development was not achieving their agreed Targets via the development of an appropriate strategy (i.e. through Monitor and Manage).

In such cases, remedial / fallback measures may be required. The scope of these measures would be related to the location of the site, findings of the Monitoring Reports and the context of the initial Transport Assessment. For instance, where a development is taking place in a particularly sensitive location in transport terms (to be advised by the highway authority) then more robust remedial / fallback measures may be required than in other locations.

If Targets are not met then, as a minimum, the period in post of the Travel Plan Co-ordinator and monitoring period should be extended to allow a fresh round of promotion and its monitoring.

Compensatory Payment

Calculating a development's potential trip generation is important in identifying network capacity improvements required 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.

It is 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.

Example S106 Agreement

Schedule X Travel Plan

1. *Unless otherwise agreed the Owner hereby covenants as follows:*
 - 1.1 *Prior to Occupation of the Development to submit the Travel Plan to the LPA for its written approval;*
 - 1.2 *To implement the approved Travel Plan (as may be amended) in accordance with the proposals, the targets, measures and programme of implementation set out within it.*
 - 1.3 *To appoint a Travel Plan Co-ordinator who shall be employed or engaged to be responsible for the implementation delivery monitoring and promotion of the sustainable transport initiatives set out in the Travel Plan for a period of 5 years or build out and occupation plus one year, whichever is the latter. Contact details of the Travel Plan Coordinator shall be provided and shall continue to be provided thereafter to the LPA to promote sustainable travel.*
 - 1.4 *To submit in accordance with the approved Travel Plan monitoring periods reports for the approval of the LPA that summarise the data collected over the monitoring period, and which propose revised initiatives and measures where travel plan targets are not being met. This should include implementation dates, and updates to the TRICS database in accordance with the Standard Assessment Methodology (SAM) or similar national land use trip rate database to be approved to the satisfaction of the Council. The revised initiatives and measures shall be implanted in accordance with the approved reports in order to promote sustainable travel.*
2. *Unless otherwise agreed the Owner hereby further covenants that, prior to Commencement of Development they shall pay the Travel Plan Implementation Review Fee to the County Council.*

Monitoring Fees and Further Information

Monitoring fees may be charged as part of the Travel Plan process to support ongoing review and compliance. For more detailed information, please see:

- [Nottinghamshire County Council Developer Contributions Strategy](#)
- [Developer Contributions Protocol](#)
- Or contact the relevant council directly via their **Transport and Planning teams**.