Travel Plan Guidance for Developers

(Business Developments)

Contents

1. Introduction - What is a Travel Plan & when is it required?

The Department for Transport defines a Travel Plan as being a long-term management strategy for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel such as promoting walking and cycling.

A Travel Plan is a policy statement that states how an organisation will encourage and promote the use of more sustainable travel – the use of walking, cycling, public transport and car sharing – as an alternative to single-occupant car journey. They can be used by businesses, schools and residential developers to state which methods will be used to promote sustainable travel options to and from the site as well as during the working day, identifying how efforts will be made to reduce single car occupancy journeys.

The National Planning Policy Framework (NPPF) states, "All developments that will generate significant amounts of movement should be required to provide a travel plan".

A Travel Plan is therefore likely to be required as a condition or obligation as part of planning consent for a new development or relevant change to an extant permission. North Yorkshire Council (NYC) as the Local Highway Authority (LHA) will review Travel Plans that are submitted as part of any planning application and will advise on their suitability and make recommendations to the Local Planning Authority (LPA) where necessary.

Where a Travel Plan has been submitted and the planning application consented, the developer will be required to pay a Travel Plan Monitoring Fee to NYC as part of a Section 106 agreement. This contribution will be derived from a Scale of Charges and secured to enable NYC Officers to work with the nominated Travel Plan Coordinator for the development, ensuring that proposed actions & initiatives are being implemented over the whole duration of the Travel Plan.

The submission of a Business Travel Plan will be required as part of the supporting documentation for planning applications exceeding the following trigger point;

- Employment site with anticipated staff numbers of 30 or more.

2. Overview

The aim of this guidance is to provide developers with an outline of what North Yorkshire Council (NYC) expect to see in a Travel Plan.

Checklists have been produced which are used by NYC Officers to review and assess the suitability of the Travel Plan. A sample checklist is included within this guidance.

The Travel Plan should be clear, concise and written in a way so members of the public can understand it. As a minimum, Travel Plans should include:

- Reference to consideration of National & Local Policies.
- Clear identification of the travel and transport issues that the plan will seek to mitigate
- A designated Travel Plan Champion/Co-ordinator
- A comprehensive site audit including isochrone maps of walking and cycling distances from site, details of on-site and off-site infrastructure including footpaths, cycle paths/routes & public transport services
- Reference and commitment to surveys and relating SMART targets, which should ideally be set over a 5 year period.
- A range of initiatives to increase active and sustainable travel that will be implemented before and after occupation.
- An Action Plan (**in table form**) which lists the initiatives, how they will be promoted, who will be responsible for the delivery, timescales and how they will be monitored.

3. Benefits of a Travel Plan

Depending on the size of the development, it is now a usual requirement from the Planning Authority for a developer to submit a satisfactory Travel Plan. However, a Travel Plan can also benefit the company in other ways as follows;

- Encourage active travel for journeys
- Improve staff health and reduce absenteeism
- Assist with recruitment and retention by making staff journeys to work easier and cheaper
- Improve staff punctuality by reducing staff time spent travelling & any potential congestion delays
- Help meet corporate social responsibility and environmental targets
- Enable a planning application for a new site or for new accommodation on the current site as you'll have a travel plan ready to submit
- Ease demand for parking which in turn will save money on the cost of providing and maintaining parking spaces
- Reduce mileage claims and other business travel costs
- Solve problems caused by traffic congestion on and around your site
- Enable more customers to access your site
- Provide a better experience for customers travelling to your site

4. Contents of a Travel Plan

Travel Plans can vary in format but overall they should contain the following fundamental sections;

<u>Introduction</u>

This covers the key information, contacts for the site, and provides background information and context. This would include information about:

- Employer's existing environmental policy
- Why they're introducing a travel plan, how will the company benefit
- Site Details – location and accessibility
- Employee Information – staff numbers, part time/full time
- Opening/ Closing Times of site (if applicable)
- How your Travel Plan fits into the wider transport plans and strategies
- Working Group – who will coordinate and take responsibility of the Travel Plan

<u>Site Audit</u>

A site audit provides a comprehensive overview of the site in question and will delve deeper in to the provision that is currently there in respect of on-site and off-site infrastructure.

Include information about the local area, surrounding highway network, speed limits, footpaths, cycle paths etc.

A site audit is an opportunity to outline what provision is available for all sustainable transport modes and where there is potential for improvements to be made. It is good practice to include maps and pictures to evidence the provision.

Survey details

In order to identify travel patterns at the onset and to assist with setting targets, a Baseline Survey will need to be carried out. Therefore the Travel Plan should include details of when & how this will be done. NYC do require the baseline survey to be done 6 months after completion or at 50% occupancy, whichever comes soonest.

This survey will identify how staff currently travel to work and will not only provide data to monitor against, but it will also identify where to focus initiatives. It is advisable that only questions that are necessary and useful for the purposes of travel should be included. Suggested questions could be, but not limited to:

- Main mode of travel
- Work patterns
- Home postcode
- What would encourage the use of other modes
- Distance / time it takes to get to work

Targets

Targets in a travel plan need to be robust enough to encourage behaviour change, but realistic in regards to current behaviours and the results of the travel survey. The majority of travel plan objectives focus on reducing single car occupancy and increasing active travel, however this may vary depending on the site and situation.

Targets will complement the SMART objectives and should be presented as a percentage over a short, medium and long-term period. For example:

	Targets			
	Baseline	Short Term (Year 1)	Medium Term (Year 3)	Long Term (Year 5)
To increase the number of Active Travel trips	xx%	xx%	xx%	xx%
Increase Public Transport use	xx%	xx%	xx%	xx%
To reduce the number of single occupancy car trips to work	xx%	xx%	xx%	xx%

Action Plan

This is the section where you outline what you plan to do to achieve the targets outlined in the previous section. Usually arranged by mode, the Action Plan will be in **table form** and will list all the initiatives and state who is responsible, any cost involved, target date/frequency, how they will be monitored and how they link to the objectives. It is important that the action plan is clear yet detailed in order for this to be monitored. You can also add in any actions to raise awareness of the travel plan, any promotional activities, consultation activities or any that are in consultation with other stakeholders.

Monitoring

In this section you will detail how monitoring will be carried out and the timescales involved.

Efficient monitoring will allow you to see how effective the measures have been and if the initiatives/promotions have resulted in any behaviour change amongst staff.

Monitoring should take place at the same time each year for a comparable data set and the results should be shared with NYCC Officers (and the Planning Authority if necessary). Monitoring should be done in a neutral month, one that will give you an average of travel patterns and not in a month where there naturally tends to be more or less traffic.

Monitoring can be undertaken through a survey, similar to the baseline with some supplementary questions or additional methods such as cycle counts or automated traffic counts for instance.   Outline how frequently the travel plan and survey will be reviewed and by what method.

5. Initiatives to consider.

Encouraging staff to walk or cycle to work will benefit their own health and well-being, as well as relieving pressures on the public transport network and roads. However, it is recognised that not all locations are suitable for promoting walking or cycling so in these instances, focus should be on reducing single car journeys by way of car sharing or use of public transport.

It is recommended that a **minimum** of 2 initiatives are used to promote each mode of sustainable travel but the more that can be offered the better. Some suggestions are as follows;

Walking

-   Provide maps of walking routes within and around the development (2km is considered to be an acceptable walking distance)
-   Open up short cuts for pedestrian access across a site

- Provide showers and changing rooms
- Provide lockers for keeping a change of clothes
- Provide drying room/facilities
- Provision of umbrellas for staff who walk to work and/or provide umbrellas in reception area for staff use to encourage them to walk during the working day
- Provide personal alarms for staff
- Improve footpath connections to site e.g. lighting and surfacing improvements
- Consider setting up a walking group
- Ensure footpaths within the site encourage walking, e.g level, well lit

Cycling

- Provide maps showing cycle routes to / from the development, (5km is considered an acceptable cycling distance)
- Improve cycle connections to the site
- Provide showers & changing rooms / lockers for keeping a change of clothes /drying room facilities
- Provide sufficient secure, covered & well-lit cycle parking, preferably in a prominent place
- Provide pool bikes
- Offer financial incentives such as a cycle mileage allowance
- Provide insurance cover for those cycling on work business
- Offer the Cycle to Work Scheme to enable staff to purchase bikes and accessories through salary sacrifice scheme for savings to be made
- Secure discounts at cycle shops for staff
- Provide high-vis clothing and/or have wet weather clothing available (these could be branded)
- Establish a Bike Users Group
- Develop a bike buddy scheme
- Hold bike maintenance workshops
- Arrange cycle training for staff
- Have an emergency tool box/repair kit available on site
- Arrange cycle security marking
- Organise social cycle rides outside of working hours
- Promote national events such as bike to work week
- Organise a bike to work day or event

Public Transport

- Provide relevant bus and train timetables on websites / noticeboards
- Contact public transport companies to secure taster tickets/discounts for staff
- Post public transport information on the website as part of the visitor directions to the site
- Encourage public transport use for business travel, e.g to meetings etc.
- Subsidise public transport passes / Provide an interest free loan for sustainable transport purchases e.g. season bus pass or Park and Ride tickets
- Provide a company bus that links with existing public transport services e.g. a shuttle bus between work and railway station
- Allow flexible working to fit round public transport times
- Contact bus companies to discuss creating/upgrading stops near to development
- Sign up staff to 'Traveline' website to assist with public transport journey planning

Car Sharing

- Set up a car share database for the site and ensure staff are aware of 'Liftshare' website
- Allocate priority parking spaces for car sharers
- Provide a guaranteed ride home for car sharers in case of an emergency
- Organise postcode coffee clubs for potential sharers to get to know each other
- Have regular incentives for car sharers e.g. free prize draws, car wash events
- Allow flexible working regimes to allow car sharers' shifts to coincide

General Promotions & Initiatives

- Provide staff with a Personalised Journey Plan so they know their travel options
- Promote the health benefits of walking & cycling
- Allow homeworking (where appropriate) & provide sufficient/appropriate technology to enable this
- Introduce a car parking management system with incentives to encourage staff to choose sustainable travel options, e.g. priority spaces for car sharers, cash incentives for people willing to give up permits.
- Include the Travel Plan in all marketing publicity for the development
- Issue welcome packs for all new staff which contain information about sustainable travel options
- Continual promotion of the Travel Plan to staff, e.g. by way of newsletters, in staff meetings etc.

- Prepare a "how to get here guide" for staff/visitors/customers promoting sustainable transport choices tailored to your site
- Organise a car free day event
- Introduce a travel plan working group
- Provide a dedicated travel plan notice board or web page
- Promote National Sustainable Transport weeks and / or events
- Consider the use of pool cars or a hire car agreement to reduce the need for staff to bring their own cars to work.
- Provide a canteen/shop on site to discourage staff from making additional journeys in lunch breaks

6. Example NYC Checklist

Developer Travel Plan Audit Checklist Form (Business Developments) - NYC Officers

Development Name:	
Type of development:	
Date submitted to NYC:	
Date of review:	
Reviewed by:	
Planning Reference:	
DM File reference:	
Approved / Rejected	

Checklist

General / Administration	Yes	No	N/A	Comments
Is the TP written in a way that the public can understand the conclusions?	☐	☐	☐	
Has consideration been given to relevant national & local policy?	☐	☐	☐	
Will there be a Travel Plan Co-ordinator (TPC) or a nominated person responsible for the Travel Plan & it's maintenance?	☐	☐	☐	
Is there a timetable for completion of the travel plan?	☐	☐	☐	
Has funding been allocated to the Travel Plan?	☐	☐	☐	
Comments (include section refs if applicable)				

Site Audit – The Travel Plan should provide detailed information regarding the site & surrounding area, however, this can be confirmed by using Google Maps & by looking at the plans.	Yes	No	N/A	Comments
Overview of the provision of on and off site infrastructure including speed limits, road widths, footpaths, cycle paths, street light provision etc. **NOTE – although full details should be provided in the Transport Assessment (TA), a brief summary needs to be in the Travel Plan as staff/members of the public cannot be expected to read a TA.**	☐	☐	☐	
Site plan included which clearly shows all access points, both for vehicles and pedestrians/cyclists.	☐	☐	☐	
Isochrone maps provided showing what can be reached in a suitable walking and cycling distance e.g.: 2km walking and 5km cycling	☐	☐	☐	
Is the site easily accessible for walkers and cyclists so that all of the desire lines across the site are possible without detour? i.e. pedestrian & cycle routes shorter than those for vehicles.	☐	☐	☐	
Is the connection to key locations convenient and suitable for walkers? E.g. logical, safe, well lit, even paths etc.	☐	☐	☐	
Is the connection to key locations convenient and suitable for cyclists? E.g. logical, safe, well lit, direct cycle routes or designated cycle paths.	☐	☐	☐	
Are there clear, safe, well-lit connections to the nearest public transport routes?	☐	☐	☐	
Is there any mention of plans to improve walking/cycling routes?	☐	☐	☐	
Does the site join up with existing streets, paths and adjacent areas with no major barriers?	☐	☐	☐	
Comments (include section refs if applicable)				

Action Plan – the Travel Plan should include an Action Plan which outlines all the initiatives the developer intends to run that would encourage active and sustainable travel and discourage single occupancy car use. Whilst describing the initiative in the Travel Plan is OK, **it also needs to be in a table format** and arranged by mode outlining the initiatives, who's responsible, timeframe, monitoring, how it meets objectives and any cost involved. A minimum of 2 initiatives covering all modes should be included.

Walking Initiatives	Yes	No	N/A	Comments
At least 2 actions to promote walking	☐	☐	☐	
Any proposed footpaths within the development will be designed to encourage walking. e.g. level, safe, well lit, well signed etc.	☐	☐	☐	
Will the health benefits of walking be promoted?	☐	☐	☐	
Walking groups or buddy schemes.	☐	☐	☐	
Map highlighting local walking routes provided to staff	☐	☐	☐	
Personal alarms for staff when walking	☐	☐	☐	
Participation in walking challenges	☐	☐	☐	
Umbrellas for staff.	☐	☐	☐	
Is there promotion of national events such as Walk to Work Week?	☐	☐	☐	
Additional Comments (include section refs if applicable)				

Cycling Initiatives	Yes	No	N/A	Comments
At least 2 actions to promote cycling.	☐	☐	☐	
Will the health benefits of cycling be promoted?	☐	☐	☐	
Is there secure, sheltered cycle parking in a prominent location for staff and visitors?	☐	☐	☐	
Map highlighting local cycling routes provided to staff.	☐	☐	☐	
Features within suitable buildings that would encourage cycling; e.g. changing rooms, lockers, showers?	☐	☐	☐	
Will there be promotion of national events such as Bike to Work Week?	☐	☐	☐	
Financial assistance/incentives, e.g. voucher towards the purchase or loan of a bicycle and/or cycle equipment for staff, Partnership with local cycle shops.	☐	☐	☐	
Cycle competitions	☐	☐	☐	
Offer of cycle training provided to staff.	☐	☐	☐	
Provision of a cycle tool box with pump to assist with on-site repairs.	☐	☐	☐	
Is there an appropriate mileage allowance or financial incentive for work related bicycle use?	☐	☐	☐	
Employer signed up to Cycle2Work scheme	☐	☒	☐	
Bike User Group / Buddy scheme.	☐	☐	☐	

	Yes	No	N/A	
Any other measures such as Dr Bike sessions, cycle marking etc	☐	☐	☐	

Additional Comments (include section refs if applicable)

Public Transport Initiatives	Yes	No	N/A	Comments
Will timetables and information about services be easily accessible? e.g. included in welcome packs, timetables displayed in a visible location, access to free travel apps promoted.	☐	☐	☐	
Is the development within easy walking distance of stops/stations? (Maximum 400m for bus; 800m for rail)	☐	☐	☐	
Are stops prominently and conveniently located & with shelters to encourage people to wait in bad weather.	☐	☐	☐	
Is the development connected to key destinations by excellent public transport or there are confirmed plans for this?	☐	☐	☐	
Do bus/train services coincide with working hours/shift patterns?	☐	☐	☐	
Does the development have clear potential to improve public transport, benefiting existing developments as well as the new one.	☐	☒	☐	
Is there evidence that public transport operators have been consulted?	☐	☐	☐	
Taster tickets/provision of incentives to use public transport.	☐	☐	☐	
Priority over other traffic provided?	☐	☐	☐	
Additional Comments (include section refs if applicable)				

Car Sharing/EV Initiatives	Yes	No	N/A	Comments
Will car sharing be actively promoted?	☐	☐	☐	
Is there a car-share database or other means to encourage car sharing? National databases such as 'Liftshare' are recommended.	☐	☐	☐	
Does the car park layout incorporate spaces for car sharers in an attractive & visible location?	☐	☐	☐	
Will there be an emergency lift home scheme in place for car sharers?	☐	☐	☐	
Electric vehicle charge points provided and in a suitable location	☐	☐	☐	
Additional Comments (include section refs if applicable)				
General Promotions	**Yes**	**No**	**N/A**	**Comments**
Personalised Journey Plans (PJPs) provided to staff.	☐	☐	☐	
Welcome Pack issued to all staff which includes: - benefits of active travel - what provision is available - information on discounts, local cycle shops/repairs/clubs - local walking and cycling routes	☐	☐	☐	

	Yes	No	N/A	Comments
• public transport information including times, bus stop location and ticketing • car share schemes				
Are there positive attempts to promote national travel events & initiatives?	☐	☐	☐	
Are there reminders of the need to reduce unnecessary car use? E.g. regular newsletters or staff awareness sessions.	☐	☐	☐	
Noticeboards highlighting local walking and cycling routes, benefits of active travel etc.	☐	☐	☐	
Are efforts made to avoid any extra travelling, e.g. canteen or shop on site?	☐	☐	☐	
Space to sit outside in breaks etc	☐	☐	☐	
Is maximum possible use made of flexible working in order to reduce the need to travel?	☐	☐	☐	
Is maximum possible use made of information technology in order to reduce the need to travel?	☐	☐	☐	
Is there a goods inwards/outwards delivery policy that discourages wasteful journeys?	☐	☐	☐	
Additional Comments (include section refs if applicable)				
Surveys & Monitoring	**Yes**	**No**	**N/A**	**Comments**

	Yes	No	N/A	Comments
Is there a timescale for Baseline survey & confirmation that results will be shared with NYC? (NYC agree that the baseline survey can be done within 6 months of first occupation or when development reached 50% occupancy, whichever comes soonest.)	☐	☐	☐	
Is there mention of communication & submission of interim reports etc to the Highway Authority?	☐	☐	☐	
Example survey questions provided.	☐	☐	☐	
Reference to follow up surveys	☐	☐	☐	
Reference made to how surveys will be delivered e.g. paper, online, face to face, combination?	☐	☐	☐	
SMART Targets set	☐	☐	☐	

Additional Comments (include section refs if applicable)

Conclusions & Reminders	Yes	No	N/A	Comments
Are there any suggestions for developer-funded improvements or conditions to be applied.	☐	☐	☐	

Additional overall comments (include section references if applicable)