

# **Travel Plan Guidance for Developers**

## **(Residential Developments)**

### **Contents**

- 1 Introduction**
- 2 Overview**
- 3 Benefits of a Travel Plan**
- 4 Content of a Travel Plan**
- 5 Initiatives to consider**
- 6 Example NYC Checklist**

### **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 Residential Travel Plan will be required as part of the supporting documentation for planning applications exceeding the following trigger point;

- Residential site with 75 or more dwellings.

## **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, the Local Planning Authority generally require a developer to submit a satisfactory Travel Plan. However, a Travel Plan can also benefit the residential site in other ways as follows;

- Encourage active travel for journeys

- Improve the health of residents
- Allow residents to make informed choices about different modes of travel
- Provide potential cost savings for residents
- Reduce parking issues
- Reduce congestion in the surrounding area

#### **4. Contents of a Travel Plan**

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

##### Introduction

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

- The size of the development
- Site details – location in relation to surrounding towns and villages
- Why a travel plan is being provided for the site and how it will benefit residents
- How your Travel Plan fits into the wider transport plans and strategies
- Who will coordinate and take responsibility of the Travel Plan

##### Site Audit

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 require the Baseline Survey to be done 6 months after the first occupation 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 for work/school/leisure
- Work patterns (where applicable)
- What would encourage the use of different modes of travel?
- Any barriers that prevent walking/cycling/public transport/car sharing etc

## 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 residents.

Monitoring should take place at the same time each year to enable a comparable data set and the results should be shared with NYC Officers (and the Planning Authority if necessary). Monitoring should be done in a neutral month, defined by the DfT as being March through to November (excluding August) which will help derive average travel patterns and avoid the months that naturally tend to generate to be more or less traffic.

It is recommended that surveys on a daily level avoid Mondays and Fridays plus weekends which are often less typical with staff working from home etc

Monitoring at Residential Sites should be undertaken through automated (or manual) traffic counts along with a survey, similar to the baseline with some supplementary questions if necessary. Outline how frequently the travel plan and survey will be reviewed and by what method.

### **5. Initiatives to consider.**

Encouraging residents to walk or cycle to work or for leisure purposes 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 to residents showing walking routes around the development (2km is considered to be an acceptable walking distance)
- Open up short cuts for pedestrian access across a site
- Provide personal alarms for residents
- Improve footpath connections to site e.g. lighting and surfacing improvements
- Consider setting up a walking group or walking buddy scheme
- Ensure footpaths within the site encourage walking, e.g. level, well lit

- Liaise with local schools to look at arranging walking buses for children
- Promote events such as walk to school week

### Cycling

- Provide maps to residents showing cycle routes to / from the development, (5km is considered an acceptable cycling distance)
- Improve cycle connections to the site
- Ensure all dwellings have secure cycle parking
- Promote the Cycle to Work Scheme to those residents who may have employers that could offer the scheme
- Secure discounts at cycle shops for residents
- Establish a Bike Users Group
- Develop a bike buddy scheme
- Hold bike maintenance workshops
- Arrange cycle training for residents
- Have an emergency tool box/repair kit available on site
- Arrange cycle security marking
- Promote national events such as bike to work week

### Public Transport

- Provide relevant bus and train timetables on welcome packs/websites / noticeboards
- Contact public transport companies to secure taster tickets/discounts for residents
- Contact bus companies to discuss creating/upgrading stops near to development
- Sign up residents up to 'Traveline' website to assist with public transport journey planning

### Car Sharing

- Set up a car share database for the site and ensure residents are aware of 'Liftshare' website
- Organise social events for potential sharers to get to know each other
- Offer incentives for car sharers e.g. free prize draws, car wash events

## General Promotions & Initiatives

- Provide residents with a Personalised Journey Plan so they know their travel options
- Promote the health benefits of walking & cycling
- Encourage homeworking (where appropriate) & provide sufficient/appropriate technology to enable this
- Encourage the use of technology for things such as internet food shopping etc
- Include the Travel Plan in all marketing publicity for the development
- Issue welcome packs for all new residents which contain information about sustainable travel options
- Continual promotion of the Travel Plan to residents, e.g. by way of newsletters, social media communications etc
- Set up a Residents Travel Plan Steering Group
- Provide a dedicated travel plan notice board or web page
- Promote National Sustainable Transport weeks and / or events
- Travel Vouchers

## **6 Example of an NYC Travel Plan Checklist**

### Developer Travel Plan Audit Checklist Form (Residential 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

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



<b>Site Audit</b> – 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. <b>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.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site plan included which clearly shows all access points, both for vehicles and pedestrians/cyclists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Isochrone maps provided showing what can be reached in a suitable walking and cycling distance e.g.: 2km walking and 5km cycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. are pedestrian and cycle routes shorter than those for vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the connection to key locations convenient and suitable for walkers? E.g. logical, safe, well lit, even paths etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the connection to key locations convenient and suitable for cyclists? E.g. logical, safe, well lit, direct cycle routes or designated cycle paths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there clear, safe, well-lit connections to the nearest public transport routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any mention of plans to improve walking/cycling routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the site join up with existing streets, paths and adjacent areas with no major barriers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments (include section refs if applicable)</b>				

<p><b>Action Plan</b> – 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, <b>it also needs to be in a table format</b> 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.</p>				
<b>Walking Initiatives</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
At least 2 actions to promote walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any proposed footpaths within the development will be designed to encourage walking. e.g. level, safe, well lit etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the health benefits of walking be promoted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking groups or buddy schemes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Map highlighting local walking routes provided to residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Liaison with local schools to look at the possibility of walking buses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there promotion of national events such as Walk to Work Week?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments (include section refs if applicable)</b>				
<b>Cycling Initiatives</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
At least 2 actions to promote cycling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the health benefits of cycling be promoted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do dwellings have secure parking for cycles, e.g. garages or outbuildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there secure, sheltered cycle parking for those residents who do not have the above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Map highlighting local cycling routes provided to residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will there be promotion of national events such as Bike to Work Week?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there financial assistance e.g.: voucher towards the purchase or loan of a bicycle and/or cycle equipment for residents. Partnership with local cycle shops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cycle competitions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Offer of cycle training provided to residents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provision of a cycle toolbox with pump to assist with on-site repairs while the marketing / sales suite is on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bike user group or buddy scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any other measures such as Dr Bike sessions, cycle marking etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments (include section refs if applicable)</b>				
<b>Public Transport Initiatives</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the development within easy walking distance of stops/stations? (Maximum 400m for bus; 800m for rail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are stops prominently and conveniently located & with shelters to encourage people to wait in bad weather.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the development connected to key destinations by excellent public transport or there are confirmed plans for this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Does the development have clear potential to improve public transport, benefiting residents of existing settlements as well as those living in the new homes themselves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taster tickets/provision of incentives to use public transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence that public transport operators have been consulted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Priority over other traffic provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments (include section refs if applicable)</b>				
<b>Car Sharing/EV Initiatives</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Will car sharing be actively promoted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a car-share database or other means to encourage car sharing? National databases such as 'Liftshare' are recommended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electric vehicle charge points provided and in a suitable location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments (include section refs if applicable)</b>				
<b>General Promotions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Personalised Journey Plans (PJPs) provided to residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Welcome Pack issued to all residents which includes: <ul style="list-style-type: none"> <li>benefits of active travel</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> <li>• what provision is available</li> <li>• information on discounts, local cycle shops/repairs/clubs</li> <li>• local walking and cycling routes</li> <li>• public transport information including times, bus stop location and ticketing</li> <li>• car share schemes</li> </ul>				
Are there positive attempts to promote national travel events & initiatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there reminders of the need to reduce unnecessary car use? E.g. newsletters etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Encouragement to use internet shopping, home delivery, work from home etc to reduce car travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Face to face engagement with residents e.g.: door knocking, travel events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Space to sit outside, children to play etc. e.g. communal areas, play area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments (include section refs if applicable)</b>				
<b>Surveys &amp; Monitoring</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there mention of communication & submission of interim reports etc to the Highway Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Example survey questions provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference to follow up surveys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference made to how surveys will be delivered e.g.: paper, online, face to face, combination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Confirmation that traffic counts will be done alongside surveys (these provide more accurate results if survey responses are low)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMART Targets set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments (include section refs if applicable)</b>				
<b>Conclusions &amp; Reminders</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are there any suggestions for developer-funded improvements or conditions to be applied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional overall comments (include section references if applicable)</b>				