

# Hartlepool Borough Council Transport Assessments and Travel Plans

## Supplementary Planning Document



January 2010







**Transport Assessments and Travel Plans  
Supplementary Planning Document 2010**

## **FOREWORD**

This Supplementary Planning Document is the first to be prepared under the new spatial planning system – the Hartlepool Local Development Framework, introduced in the Planning & Compulsory Purchase Act 2004.

The document promotes good practice in support of the Council's vision for sustainable development. It gives guidance additional to that set out in the Hartlepool Local Plan with regard to transport and accessibility by encouraging a choice of transport options for new development which are safe, efficient, clean and fair. The guidance seeks to minimise the need to travel and to improve accessibility by providing real alternatives to the private car.

The document encourages developers to take account of transport issues at an early stage in the preparation of development proposals and describes what measures should be taken to achieve the transport objectives through the implementation of Travel Plans.



**Mayor of Hartlepool Borough Council**

September 2009

## Transport Assessments and Travel Plans Supplementary Planning Document

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## 1. Introduction

### Purpose of the Supplementary Planning Document

- 1.1 The Hartlepool Local Plan, adopted in April 2006, includes a range of objectives which seek to support sustainable development by giving a choice of transport options which are safe, efficient, clean and fair. These objectives are translated into specific policies which seek to minimise the need to travel and to improve accessibility by providing real alternatives to the private car.
- 1.2 This Supplementary Planning Document, which will become part of the Hartlepool Local Development Framework,<sup>1</sup> provides guidance on how the Borough Council will implement the Hartlepool Local Plan policies (set out in Appendix 1) relating to Transport Assessments and Travel Plans which seek to secure measures to reduce the need for private car travel in new developments.
- 1.3 The Travel Plans document has been subject to a Sustainability Appraisal and a screening report under the Habitats Regulations 2000 (HA) to ensure that any significant adverse effects on the environment have been identified. In the case of the Habitats Regulations the possible impacts on internationally protected conservation sites (European Sites) have been carefully assessed.
- 1.4 Current government guidance encourages discussions at an early stage in the formulation of development schemes prior to the submission of any planning application. Consequently, developers who intend to bring forward proposals for development should have regard to the advice in this document as it sets out requirements at both the early stage and through measures which might be included at the issue of planning permission and during implementation of the proposals.
- 1.5 Travel Plans and Transport Assessments are required for all major development proposals that will generate significant additional journeys in accordance with the provisions of Department for Transport Circular 02/2007 and the requirements in the Guidance on Transport Assessment (GTA) published in March 2007. These will demonstrate that the strategic road network will be no worse off as a result of the development.

### What are Transport Assessments and Transport Statements?

- 1.6 A **Transport Assessment** is a comprehensive and systematic process that sets out at an early stage, transport issues relating to a proposed development and identifies what measures will be taken to deal with the anticipated transport impacts of the scheme. Such measures may include the preparation and implementation of Travel Plans. The Assessment highlights how it is intended to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport. The Transport Assessment will be submitted alongside a planning application.

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<sup>1</sup> The Local Development Framework comprises a portfolio of spatial planning documents and will ultimately replace the Hartlepool Local Plan

Failure to submit a Transport Assessment where one is needed would mean that a planning application may not be validated and thus not be considered.

- 1.7 In some cases, the transportation issues arising out of the development proposals may not require a full Transport Assessment to inform the process and identify suitable mitigation measures. A simplified or basic report in the form of a **Transport Statement** may be sufficient. A Transport Statement is appropriate when a proposed development is expected to generate relatively low numbers of trips or traffic flows and would have only a minor impact on transport.
- 1.8 Table 1 at the end of Section 2 below sets out indicative thresholds for developments likely to require Transport Assessments or Transport Statements.

### **What are Travel Plans?**

- 1.9 A **Travel Plan** is a package of measures to assist in managing the transport needs of an organisation. The main objective of a Travel Plan is to provide incentives for users of a development to reduce the need to travel alone by car to a site. A successful Travel Plan will enable greater travel choice, reduce dependency on the private car and widen the means of accessibility for visitors and staff. Therefore the key to a Travel Plan is influencing travel behaviour, whilst achieving a shift towards increased use of sustainable travel modes e.g. walking, cycling, public transport, train or car sharing for one or two days a week.
- 1.10 Travel plans are more appropriately viewed in terms of a process rather than as a one-off document and should contain a package of measures to encourage alternative and more sustainable modes of transport to be used for commuting, schools journeys and business trips.

### **Policy Context**

- 1.11 The main national, regional and local policy documents relevant to the subject matter of this Supplementary Planning Document are as follows:
- 1.12 **Planning Policy Statement 1 (PPS1)** sets out the Government's key principles for delivering sustainable development including the need to address the causes and potential impacts of climate change, for example by reducing the need to travel by private car.
- 1.13 **Planning Policy Guidance Note 13 (PPG13)** emphasises the link between planning and transport policy. The objectives of PPG13 are to integrate planning and transport at the national, regional and local level to promote more sustainable transport choices. They help promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling, and seek to reduce the need to travel, especially by car. The Government considers that a Transport Assessment and Travel Plan should be submitted alongside planning applications that are likely to have significant transport implications. Transport Assessments are normally produced by developers and are used by decision makers in the planning process, to determine whether developments are acceptable in transport terms.

- 1.14 **The Regional Spatial Strategy (RSS) for the North East** provides a long term strategy for the spatial development of the region and identifies the priorities for transport investment. It incorporates the Regional Transport Strategy (RTS) to ensure the integration of land use and transport planning. The RSS sets out four main themes, under which the locational strategy is developed:
- delivering economic prosperity and growth,
  - creating sustainable communities,
  - conserving, enhancing and capitalising on the region's natural and built environment, heritage and culture, and
  - improving connectivity within and beyond the region.
- 1.15 Policy 54 of the RSS requires that travel plans seeking to maximise travel by public transport, cycling and walking should be prepared for all major development proposals that will generate significant additional journeys. At prestige employment sites (including Wynyard) and regional Brownfield mixed use developments (including Victoria Harbour) consideration should be given to developing a co-ordinated approach for the whole site.
- 1.16 **Hartlepool's Local Transport Plan (LTP)** describes the long-term strategy for the Borough and sets out a programme of transport improvements to be delivered over the period 2006-2011 to address identified transport problems. These improvements will contribute towards delivering the shared priorities for Local government and achieve the long-term vision for Hartlepool. This will be achieved by the following aims:
- to promote social inclusion by ensuring that everyone can **access** the key services and facilities that they need;
  - to improve the overall **safety** and security of the transport system for everyone;
  - to ensure that traffic **congestion** does not hinder continued economic growth and regeneration;
  - to reduce the environmental impact of transport on **air quality**, noise and climate change.
- 1.17 The promotion and implementation of Travel Plans contributes towards all of these aims, particularly delivering accessibility and tackling congestion. The LTP includes a wide range of local targets by which the success of the plan will be judged. These include access to local facilities by public transport, area wide traffic flows, cycling trips and bus and rail patronage.
- 1.18 **The Hartlepool Local Plan (2006)** contains specific policies relating to Transport Assessments and Travel Plans (policies Tra19 and Tra20) and the general policy (GEP9) on Developer Contributions – these are set out in full in Appendix 1. In addition the need for Travel Plans is highlighted in the policies relating to the development of the major employment sites (policies Ind1 to Ind4).

## Outline of the Supplementary Planning Document

- 1.19 The following sections of this supplementary planning document set out guidance on when Transport Assessments or Transport Statements and Travel Plans may be required to be prepared as part of the planning application process. Section 3 highlights the need for developers to enter into discussions with the Council early in the process.

In the preparation of proposals developers, in order to ascertain any requirements the Council may have regard to assessing the transport implications of their schemes and to identify the measures to ameliorate these and thus to enable appropriate amendments which would satisfy planning requirements.

The final three sections of this document provide guidance on the preparation of Transport Assessments, Transport Statements and Travel Plans.



## **2. When are Transport Assessments / Transport Statements and Travel Plans required?**

- 2.1 This section of the Supplementary Planning Document provides some guidance on thresholds and other aspects of proposed developments which are likely to lead to the requirement for the preparation of Transport Assessments (including Transport Statements) and Travel Plans. Table 1 at the end of the section sets out the indicative thresholds which the Council will have regard to in respects of both levels of Transport Assessment and also travel plans.

### **Transport Assessments/Transport Statements**

- 2.2 As noted in the Introduction to this guidance, Transport Assessments and the more basic Transport Statements (for developments having a less significant effect on travel patterns) set out the transport issues relating to a proposed development and identify measures to deal with the anticipated transport impacts.
- 2.3 The Hartlepool Local Plan seeks to ensure that Transport Assessments are submitted at the initial development stage (policy Tra19<sup>2</sup>). The need for, and the level of, formal Transport Assessment will be determined in consultation between the developer and the Borough Council and, where the development might affect the wider Strategic Road Network (SRN), the Highways Agency. Accordingly, pre-application discussions should be held with the Local Planning Authority to determine whether a Transport Assessment or a Transport Statement is required (see section 3). With respect to any development which could impact upon the A19 trunk road, the Highways Agency (in accordance with Circular 02/2007) would require to be consulted upon any application for development that would cause a material impact on the Strategic Road Network.
- 2.4 As a guide, Table 1 at the end of this section sets out indicative thresholds for developments which may require the submission of either a Transport Assessment or a Transport Statement. The land use classes referred to in the table are in accordance with those of the Town and Country Planning (Use Classes) Order 1987 as amended, although not all uses are specified particularly with regard to mixed use development. The thresholds are based upon scenarios which would typically generate 30 two-way peak hour vehicle trips<sup>[1]</sup>. Whilst there is no suggestion that 30 two-way peak hour vehicle trips would, in itself, cause a detrimental impact, it is a useful point of reference from which to commence discussions.
- 2.5 The thresholds are for guidance purposes and should not be read as absolutes. In some circumstances, a Transport Assessment may be appropriate for a smaller development than suggested by the thresholds in Table 1. In others, a Transport Statement may be appropriate for a larger development than suggested by these thresholds - for example, where there is an extant

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<sup>2</sup> See Appendix 1

permission for one form of development, but an alternative development that involves a smaller projected transport impact is now proposed.

2.6 Further, there are quantitative and qualitative matters related to a proposed development and its location that need to be taken into account in assessing its transport implications and in deciding whether or not a Transport Assessment or Transport Statement will be required. In general, Transport Assessments are likely to be required for developments which are:

- are not in conformity with the development plan;
- generate 30 or more vehicles movements in any hour;
- generate 100 or more vehicle movements per day;
- are likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people;
- generate significant freight or HGV movements per day;
- are proposed in a location where the local transport infrastructure is inadequate e.g. substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions;
- are proposed in a location within or adjacent to an Air Quality Management Area (AQMA)<sup>3</sup>.

2.7 There may be other factors which would lead to the need for a Transport Assessment or Transport Statement to be prepared, thus it is very important that contact is made with the Council early in the process of drawing up a development proposal – see Section 3.

### **Travel Plans**

2.8 The Borough Council has an obligation to assess the transportation impact of all development proposals to ensure that they can satisfactorily be integrated into the transport network. Planning Policy Guidance Note 13 requires the submission of Travel Plans alongside planning applications that will have significant transport implications. Travel Plans provide, together with Transport Assessments, the mechanism for assessing and managing access to sites and can help improve accessibility, both to and from the site, and to local amenities and services.

2.9 Travel plans are strategies for managing multi-modal access to a site or development, focusing on promoting access by sustainable modes. They can assist in reducing traffic congestion, widening accessibility, and reducing air pollution. A Travel Plan should contain a package of measures to encourage alternative and more sustainable modes of transport to be used for commuting, schools journeys and business trips. These may include travel by bus, rail, bicycle, motorcycle, walking or car sharing.

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<sup>3</sup> There are currently (2007) no Air Quality Management Areas in Hartlepool.

2.10 There are five levels of Travel Plan as follows:

- **Travel Plan Framework:** an interim travel plan to be used where outline planning consent is being sought and where the end-users are unknown. The Travel Plan Framework, based on predicted data, should specify measures to be implemented before the occupation of the development as far as possible and include a framework and timetable for the final and approved travel plan, based on more accurately predicated data. In the case of a speculative development that will be occupied under leasehold arrangements the approach is to secure from the developer a commitment, in principle, to the eventual implementation of a Travel Plan by eventual occupiers. In respect of freehold arrangements, the final implementation of a Travel Plan would be the responsibility of the end occupier and the process of negotiating a Travel Plan may need to be undertaken at a later stage;
- **Minimalist Travel Plan:** to be used for small-scale developments where the end user is known and where the transport implications are not substantial, but are nevertheless important to control. Minimalist plans involve the commitment to a range of soft measures such as marketing and promotion of sustainable travel options, sometimes referred to as 'Smarter Choices';
- **Measures Travel Plan:** this involves developing a comprehensive Travel Plan containing a range of measures or actions to be provided within an agreed timetable. The advantage of identifying and implementing measures gives the developer more certainty in terms of conditions and/or obligations to be met. The disadvantage is that the measures may not fully achieve any of the desired modal split / shift targets;
- **Outcomes Travel Plan:** this involves developing a comprehensive Travel Plan that relates to defined and agreed sets of targets or outcomes. They are different from a Measures Travel Plan, as they focus their attention on specific outcomes and they allow more flexibility in the choice of actions to achieve modal shift or modal split targets. This approach is used when there is less confidence in the effectiveness of measures to achieve a mode shift. Outcomes Travel Plans require the agreement of sanctions if targets are not met. Where the desire is to achieve a modal shift the Travel Plan must include a range of actions that will be effective in achieving targets, to avoid remedies or sanctions;
- **Area Wide Travel Plans:** Numerous small developments on one site may individually not require a travel plan, but together the cumulative transport implication means an Area Wide Travel Plan will be required for the entire site. This will require each occupier, and new occupiers, to prepare and implement subsidiary Travel Plans as appropriate to their particular use and travel characteristics. It should be administered by an agent of the developer / site manager.

- 2.11 Developers have an important role to play in encouraging sustainable travel and will be required to submit a Travel Plan with all applications likely to generate significant amounts of travel. Policy Tra20 of the Hartlepool Local Plan<sup>4</sup> states that Travel Plans should be prepared for all major developments and other developments likely to lead to an increase in travel. The Local Plan includes a table setting out thresholds for some types of major development. However, government guidance on thresholds for all use classes has been published since the Local Plan was prepared. This supplementary planning document therefore uses the more recent government advice on thresholds for Travel Plans as it is more comprehensive and also relates to the preparation of Transport Assessments.
- 2.12 Travel Plans may also be required in other circumstances such as:
- for smaller developments comprising jobs, shopping, leisure and services which would generate significant amounts of travel in, or near to, air quality management areas, and in other locations where there are local initiatives or targets set out in the Development Plan or Local Transport Plan (LTP) for the reduction of road traffic, or the promotion of public transport, walking and cycling. This particularly applies to offices, industry, health and education uses.
  - proposals for small to medium extensions to existing businesses which would result in an increase in the number of employees or visitors. Over time the transport impacts of an original use can change substantially. In these circumstances the introduction of a Travel Plan may allow organisations to reassess the costs and benefits of their existing travel patterns.
  - proposals for a site where there are a number of users (at the time of application) and which is not already implementing a Travel Plan.
  - where a Travel Plan would help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds
- 2.13 Thus whilst Travel Plans are usually produced as a response to the identification of issues within Transport Assessments or Transport Statements, this is not always the case.
- 2.14 The scope and content of a Travel Plan will relate to the unique circumstances of a development site and should be the subject of discussions with the Borough Council early in the process of preparing a development scheme (see Section 3 paragraphs 3.7 - 3.9).

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<sup>4</sup> See Appendix 1

**Table 1: Indicative Thresholds for Transport Assessments/Transport Statements and Travel Plans**  
(Areas are gross floor space)

| <u>Land Use</u>                      | <u>Use/Description of Development</u>                                                                                                                                                                                                                                                | <u>No Assessment</u> | <u>Transport Statement</u> | <u>Transport Assessment/Travel Plan</u> |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------|-----------------------------------------|
| A1 Food Retail                       | Retail sale of food goods to the public – Food Superstores, Supermarkets, Convenience Food Stores.                                                                                                                                                                                   | <250 sqm             | >250 <800 sqm              | >800 sqm                                |
| A1 Non-food Retail                   | Retail sale of non-food goods to the public; includes Sandwich Bars (Sandwiches or other cold food purchased and consumed off the premises); Internet Cafes.                                                                                                                         | <800 sqm             | >800<1,500 sqm             | >1,500 sqm                              |
| A2 Financial & Professional Services | Financial Services – Banks, Building Societies and Bureau de Change, Professional Services (Other than Health or Medical Services) – Estate Agents & Employment Agencies, Other Services – Betting Shops, Principally where services are provided to visiting members of the public. | <1,000 sqm           | >1,000<2,500 sqm           | >2,500 sqm                              |
| A3 Restaurants and Cafe's            | Restaurants and Cafés – Use for the sale of food for consumption on the premises. Excludes Internet Cafés (now A1).                                                                                                                                                                  | <300 sqm             | >300<2,500 sqm             | >2,500 sqm                              |
| A4 Drinking Establishments           | Use as a Public House, Wine-Bar or other Drinking Establishment.                                                                                                                                                                                                                     | <300 sqm             | >300<600 sqm               | >600 sqm                                |
| A5 Hot Food Takeaway                 | Use for the sale of hot food for consumption on or off the premises.                                                                                                                                                                                                                 | <250 sqm             | >250<500 sqm               | >500 sqm                                |
| B1 Business                          | (a) Offices other than in use within Class A2 (Financial & Professional Services) (b) Research and Development - Laboratories, Studios (c) Light Industry                                                                                                                            | <1,500 sqm           | >1,500<2,500 sqm           | >2,500 sqm                              |
| B2 General Industrial                | General Industry (Other than Classified as in B1), The Former "Special Industrial" Use Classes, B3 – B7, are now all encompassed in the B2 Use Class.                                                                                                                                | <2,500 sqm           | >2,500<4,000 sqm           | >4,000 sqm                              |
| B8 Storage or Distribution           | Storage or Distribution Centres – Wholesale Warehouses, Distribution Centres & Repositories.                                                                                                                                                                                         | <3,000 sqm           | >3,000<5,000 sqm           | >5,000 sqm                              |

| <u>Land Use</u>                                                       | <u>Use/Description of Development</u>                                                                                                                                                                                                                                                                                                                           | <u>No<br/>Assessment</u>                            | <u>Transport<br/>Statement</u>                      | <u>Transport<br/>Assessment/<br/>Travel Plan</u>    |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| C1<br>Hotels                                                          | Hotels, Boarding Houses & Guest Houses, Development falls within this class if "no significant element of care is provided".                                                                                                                                                                                                                                    | <75<br>Bedrooms                                     | >75<100<br>Bedrooms                                 | >100<br>Bedrooms                                    |
| C2<br>Residential<br>Institutions -<br>Hospitals,<br>Nursing<br>Homes | Used for the provision of residential accommodation and care to people in need of care.                                                                                                                                                                                                                                                                         | <30 Beds                                            | >30<50 Beds                                         | >50 Beds                                            |
| C2<br>Residential<br>Institutions -<br>Residential<br>Education       | Boarding Schools and Training Centres.                                                                                                                                                                                                                                                                                                                          | <50<br>Students                                     | >50<150<br>Students                                 | >150 Students                                       |
| C2<br>Residential<br>Institutions -<br>Institutional<br>Hostels       | Homeless shelters, accommodation for people with learning difficulties and people on probation.                                                                                                                                                                                                                                                                 | <250<br>Residents                                   | >250<400<br>Residents                               | >400<br>Residents                                   |
| C3<br>Dwelling<br>Houses                                              | Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.                                                               | <50 units                                           | >50<80 units                                        | >80 units                                           |
| D1<br>Non-<br>residential<br>Institutions                             | Medical & Health Services – Clinics & Health Centres, Crèche, Day Nursery, Day Centres & Consulting Rooms (not attached to the Consultants or Doctors house), Museums, Public Libraries, Art Galleries, Exhibition Halls, Non-residential Education and Training Centres, Places of Worship, Religious Instruction & Church Halls.                              | <500 sqm                                            | >500<1,000<br>sqm                                   | >1,000 sqm                                          |
| D2<br>Assembly &<br>Leisure                                           | Cinemas, Dance and Concert Halls, Sports Halls, Swimming Baths, Skating Rinks, Gymnasiums, Bingo Halls & Casinos. Other Indoor and Outdoor Sports and Leisure Uses not involving motorised vehicles or firearms.                                                                                                                                                | <500 sqm                                            | >500<1,500<br>sqm                                   | >1,500 sqm                                          |
| Others                                                                | For example: Stadium, Retail Warehouse Clubs, Amusement Arcades, Launderettes, Petrol Filling Stations, Taxi Businesses, Car/Vehicle Hire Businesses & the Selling and Displaying of Motor Vehicles, Nightclubs, Theatres, Hostels, Builders Yards, Garden Centres, PO's, Travel and Ticket Agencies, Hairdressers, Funeral Directors, Hire Shops, Dry Cleaners | Discuss with<br>appropriate<br>highway<br>authority | Discuss with<br>appropriate<br>highway<br>authority | Discuss with<br>appropriate<br>highway<br>authority |

### **3. PRE-APPLICATION DISCUSSIONS**

- 3.1 The Borough Council strongly encourages developers to discuss proposed schemes prior to submitting planning applications. Pre application discussions can help ensure that the application process runs more smoothly as any problems may be resolved prior to submission. Failure to address any problems may delay the planning process or could lead to a refusal. Such discussions should cover a range of environmental matters and other considerations which are relevant to the proposals. The possible effect of a development on the local transport network would form an important part of any such pre-application discussions. The previous section gives guidance on the circumstances when Transport Assessments or Statements and Travel Plans may be required.
- 3.2 Where development is likely to have a material impact on the Strategic Road Network it will be important to liaise with the Highways Agency at an early stage. The coverage and the detail of the Transport Assessment need to be agreed with the Highways Agency.

#### **Transport Assessments / Statements**

- 3.3 Where developments are likely to have some transport implications, these must be assessed. The precise scope and detail of such an assessment will vary depending on the site location, the scale and the nature of the development. As noted previously, there are two levels of Transport Assessment:
- Transport Statement – should be used for a development which has relatively small transport implications;
  - Transport Assessment – should be used for a development which has significant transport implications.
- 3.4 There may be a need to include specific assessment of environmental impacts that could arise out of an incremental rise in transport related noise, air quality or other pollutions as a result of development proposals. Consideration of other impacts might include those affecting biodiversity and geodiversity, and impacts on soil and water. The aim will be to identify potential breaches of statutory thresholds and mitigation measures to address such impacts.
- 3.5 A pro-forma for the identification of basic information on proposed schemes has been developed, completion of which would assist pre-application discussions. This pro-forma can be found at Appendix 2.
- 3.6 The key issues to be addressed during any pre-application consultations include the following:
- planning policy context of the development proposals;
  - catchments or study area for the proposed development;
  - assessment years - year of opening and horizon year(s);
  - assessment of public transport capacity, walking/cycling capacity and the road network capacity;

- person trip generation and trip distribution methodologies and/or assumptions;
- measures to promote sustainable travel;
- mitigation measures (where applicable) – scope and implementation strategy,

3.7 In preparing a Transport Assessment the following considerations will be relevant:

a) **Encouraging Sustainable Access**

- ***Reducing the need to travel, especially by car*** – reducing the need for travel, reducing the length of trips, and promoting multi-purpose or linked trips by promoting more sustainable patterns of development and more sustainable communities that reduce the physical separation of key land uses;
- ***Improving sustainable transport choices*** - by making it safer and easier for people to access jobs, shopping, leisure facilities and services by public transport, walking, and cycling;
- ***The accessibility of the location*** -the extent to which a site is, or is capable of becoming, accessible by non car modes, particularly for large developments which involve major generators of travel demand;
- ***Other measures which may assist in influencing travel behaviour)*** - achieving reductions in car usage (particularly single occupancy vehicles), by measures such as car sharing / pooling. High Occupancy Vehicle lanes and parking control;

b) **Managing the existing network**

- ***Making best possible use of existing transport infrastructure*** - for instance by low cost improvements to the local public transport network and using advanced signal control systems, public transport priority measures (bus lanes), or other forms of Intelligent Transport Systems to improve operations on the highway network. It should be noted that the capacity of existing public transport infrastructure and footpaths is finite, and in some areas overcrowding already exists;
- ***Managing access to the highway network*** - taking steps to maximise the extent to which the development can be made to 'fit' within the available capacity by managing access from developments onto the highway network;

c) **Mitigating residual impacts**

- ***Through improvements to the local public transport network, and walking and cycling facilities*** – for example, by extending bus routes and increasing bus frequencies, designing sites to

facilitate walking and cycling and developing links to the wider rights – of - way network and cycle routes.

- ***Through minor physical improvements to existing roads*** – It may be possible in some circumstances to improve the capacity of existing roads by relatively minor physical adjustments such as improving the geometry of junctions etc. within the existing highway boundary;
- ***Through provision of new or expanded roads*** - It is considered good transport planning practice to demonstrate that the other opportunities above have been fully explored before considering the provision of additional road space such as new roads or major junction upgrades.

- 3.8 Consideration of these matters should take place at an early stage in the process of preparing a development proposal, so that work on developing the Transport Assessment can help inform, and be informed by, discussions about the location of the site and the scale and mix of uses proposed. Sections 4 and 5 provide guidance on the content of Transport Assessments and Transport Statements.

### **Travel Plans**

- 3.9 Section 2 sets out the thresholds over which developments will be required to produce Travel Plans and notes that there are other instances where Travel Plans may be required. Developers are thus encouraged to consult with the Borough Council at an early stage, before submission of a planning application, to determine whether a Travel Plan is required. Travel Plans should not be considered as an isolated component of the process, instead they should be recognised and considered as part of the pre-application process.
- 3.10 It is critical for planning officers and developers to know when a Travel Plan is required as the preparation of a Travel Plan can be a material consideration in the determination of planning applications. The weight to be given to a Travel Plan in a planning decision will be influenced by the extent to which it materially affects the acceptability of the development proposed and the degree to which it can be lawfully secured. The granting of planning permission may be dependant on the production of a satisfactory Travel Plan prior to occupation of the development and creating a successful Travel Plan may take some time. Early consultation is important as it may influence the design of any final scheme and may have resource implications that should be identified early on in the development of the scheme.
- 3.11 The level of Travel Plan will be determined in consultation between the developer and the relevant authorities. Section 6 provides further information on preparing Travel Plans.
- 3.12 For all developments with a material impact on the Strategic Road Network, the supporting Travel Plan should be forwarded to the Highways Agency for review and agreement.

## 4. PREPARING A TRANSPORT ASSESSMENT AND MITIGATION PLAN

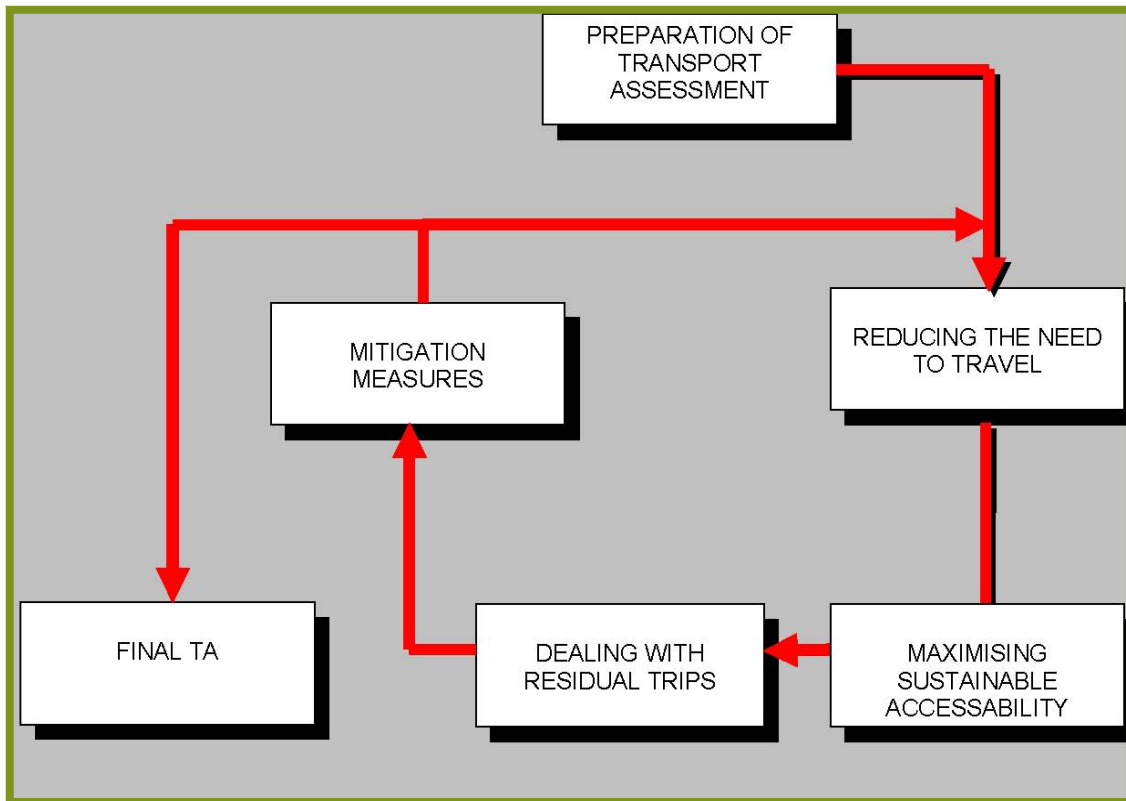
### Introduction

- 4.1 A detailed Transport Assessment will be required where a proposed development is likely to have significant transport and related environmental impacts on the study area. The study area for a proposed development should be determined in discussion between the developer and the Borough Council. It will generally depend on the type and scale of the development, and early consultations with the Borough Council will assist in defining its extent. A description of the study area should include reference to the site location, the local transport network and relevant transport features.
- 4.2 Wherever pre-application consultation identifies a need for a Transport Assessment, it is good practice to agree, as part of the pre-application consultation, the preparation of a scoping study before the Transport Assessment is begun. A scoping study should identify the issues the assessment will address, the methodologies to be adopted, additional supporting data required, and the extent of the assessment area. An agreed scoping study will help to reduce the potential for misunderstandings about the form of the Transport Assessment and avoid abortive work. It does not preclude varying the assessment to reflect the findings of survey results or more detailed analysis. However, it is recommended that any significant variations are agreed with the appropriate authorities<sup>5</sup> during the development of the Transport Assessment.
- 4.3 A Transport Assessment should address the following issues in an iterative manner as illustrated in Figure 4.1:
- ***Reducing the need to travel, especially by car*** - ensure, at the outset, that thought is given to reducing the need to travel by a careful consideration of the types of uses (or mix of uses) and the scale of development to promote multipurpose or linked trips.
  - ***Sustainable accessibility*** - promote accessibility by all modes of travel, in particular public transport, cycling and walking; assess the likely travel behaviour or travel pattern to and from the proposed site; and develop appropriate measures to influence travel behaviour.
  - ***Dealing with residual trips*** – provide accurate quantitative and qualitative analyses of the predicted impacts of residual trips from the proposed development and ensure that suitable measures are proposed to manage these impacts.
  - ***Mitigation Measures*** – ensure as much as possible that the proposed mitigation measures discourage avoidable physical improvements to highways and promote innovative and sustainable transport solutions.

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<sup>5</sup> The appropriate authorities are the Local Planning Authority, the Local Highway Authority and, if there are likely to be traffic impacts on the Strategic Road Network, the Highways Agency.

**Figure 4.1: Typical Assessment Process**



- 4.4 An iterative approach may be necessary where initial work on a Transport Assessment indicates that revisions may be necessary to the proposed development, or to the approach taken to the issues in paragraph 4.3 above. The iterative approach ensures that the stages of the assessment are not approached in isolation, but that the full implications of each stage are considered and revisions made to either the development proposal or to any of the measures considered at the other stages. Where revisions are made, their implications in turn are considered across the whole proposal. The final outcome is a Transport Assessment that improves the development proposal to achieve the optimum sustainability.

#### **What should be covered in a Transport Assessment?**

- 4.5 The principal matters to be included in a Transport Assessment are:
- introductory facts and background data including the policy framework, the existing position with respect to the proposal site and baseline transport data, an assessment of the capacity of the existing public transport infrastructure and the cycle, footway and road networks, and full details of the development proposal; and
  - an appraisal of the impact of the proposed development.

Where the assessment confirms that a development will have material impact on the highway network, measures to mitigate such effects will need to be agreed prior to the granting of planning permission.

## 4.6 Introductory Facts and Background Data

- **full details of the development proposal** including its size, scale and phasing, hours of operation where applicable, and proposed access and servicing arrangements and parking strategy together with any traffic impacts of site construction works.
- details of the **planning and transport policy framework** as it affects the development proposal, indicating how the proposal will help to deliver the aims and objectives of the development plan (the North East Regional Spatial Strategy and the Hartlepool Local Plan<sup>6</sup>), and how it responds to relevant Government planning policy guidance and statements.
- details of the **existing site conditions** including existing and permitted land uses in the vicinity and existing access considerations;
- **basic transport information** on existing travel patterns and facilities, traffic flows and accident history, together with:
  - an assessment of the capacities of the existing public transport infrastructure and of the cycle and footway and road networks;
  - traffic forecasts;
  - an analysis of accident records and other safety considerations.

Such assessments will help to inform the later stages of the Transport Assessment process in respect of determining modal split, travel plan objectives and, in appropriate cases, what enhancements, if any, are required to the public transport, local cycleway and footpath and road networks, as part of an overall mitigation package. These assessments should be undertaken using the appropriate analytical tools and methodologies as agreed with the relevant authorities.

In undertaking the above assessment, the assessment year(s) in respect of capacity analysis for the transport network should be consistent with the size, scale and completion schedule of the proposed development, and that of other major developments in the vicinity of the site, as well as planned improvements to the transport system. The appropriate horizon assessment year should be agreed with the relevant authorities during pre-application consultations.

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<sup>6</sup> Under the new planning system introduced in the 2004 Planning and Compulsory Purchase Act, the 2006 Hartlepool Local Plan will remain as part of the Development Plan until at least April 2009.

**4.7 Appraisal of the Impact of the Development** - this involves an assessment of the development proposal's impact on:

- **the environment** – including its impact in terms of noise, the emission of greenhouse gases, effects on biodiversity and geodiversity and on important nature conservation and historic sites, and on the townscape generally, and on physical fitness and journey ambience. Any potential environmental impact that would breach a statutory limit should be addressed;
- **safety** – including the potential for traffic accidents and perception of personal insecurity;
- **economy** – including impact on regeneration initiatives, journey times, user costs and the various costs of the development;
- **accessibility** – including access to the transport system and to the local area in terms of the beneficial or detrimental effect on the wider community using accessibility modelling techniques.
- **Integration** – including the potential for the integration of different modes of transport, the relationship of the proposal with wider Government initiatives (e.g. on environmental sustainability and health), and with local, regional and national planning policies, and the effects on social inclusion/exclusion.

The analysis period should reflect the person trip generation characteristics of the proposed development as well as conditions on the adjacent transport system. It should be related to known and anticipated peak patterns of demand for both the transportation system and development-generated trips.

**4.8** The Borough Council has developed a checklist against which the contents of a Transport Assessment are checked. This is set out in Appendix 3.



## Mitigation Measures

- 4.9 The information provided at the pre-application stage and in the Transport Assessment will be reviewed by the local highway authority and/or the Highways Agency, as appropriate, with the aim of determining the type and scope of mitigation measures to be provided. This process will be undertaken in conjunction with the Local Planning Authority.
- 4.10 Typically, mitigation could be required where the proposed development is likely to impact adversely upon the transportation system and/or result in breaches of statutory environmental limits.
- 4.11 Where mitigation is proposed, and following agreement on the scope of mitigation to be provided, the relevant authorities will require or recommend that either appropriate conditions be attached to any planning permission that may be granted and/or a planning obligation<sup>7</sup> should be agreed. The conditions or obligations should specify the improvements that will be required to accommodate the proposed development's trips by all modes and should also ensure the safety of all road users, including non-motorised users or vulnerable users. Conditions or obligations may require that necessary mitigation measures be completed before work on the development site itself commences if construction traffic is a major issue, or before first occupation of units on the site.
- 4.12 In all cases, the transport mitigation plan or package of measures should focus on maximising sustainable accessibility to the development. At the outset, the mitigation plan should consider measures such as:
- improvements to development site layout to facilitate walking and cycling as well as accessibility to the local public transport infrastructure;
  - improvements to walking and cycling provisions in the vicinity of the development site; and
  - improvements to the local public transport network
- 4.13 If the mitigation measures require physical improvements to the highway network, the developer should ensure that in any design of mitigation works, appropriate design guides and parameters are used. Road Safety Audits will be likely to be required for all development related highway works and when produced, should be conducted in compliance with the relevant standards.
- 4.14 In respect of the strategic road network, proposed mitigation measures should provide capacity that is comparable to the general capacity of that part of the network, and not for example, seek to produce a junction with significantly more capacity than the surrounding strategic road network.

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<sup>7</sup> A planning obligation (or Section 106 agreement) is a legal agreement attached to the approval of a planning permission through which the applicant and others with a legal interest in the land agree to undertake or pay for additional works or adhere to restrictions which could not be dealt with by planning condition alone. A separate mechanism for providing highway improvements to the Strategic Highway Network is via a Section 278 agreement under the Highways Act as detailed in Circular 02/2007.

## 5. PREPARING A TRANSPORT STATEMENT

- 5.1 The information provided in the pro-forma at the pre-application stage of a development proposal will normally determine whether a more basic form of Transport Assessment (i.e. Transport Statement) will be required rather than a more detailed Transport Assessment. This will be the case where a proposed development has some, but less significant, transport implications.
- 5.2 A Transport Statement should set out the transport issues relating to a proposed development site (existing conditions) and details of the development proposals (proposed development) but like a full Transport Assessment it must demonstrate that the development is acceptable in terms of accessibility, congestion and potential for sustainable travel to the site.
- 5.3 The Borough Council has developed a checklist against which the contents of a Transport Statement are checked. This is set out in Appendix 4.
- 5.4 **Existing Conditions** - the developer should provide a full description of:
- i. existing site information – describing the current physical infrastructure and characteristics of the site and its surroundings, including existing, permitted or potential uses of the site and other land in the vicinity and existing access arrangements; and
  - ii. baseline transport data – background transport data and current transport infrastructure details, including a qualitative description of the travel characteristics of the existing site and existing public transport provision, a description and functional classification of the highway network in the vicinity of the site and an analysis of the injury accident records.

The above information should be accurately established to assist in the understanding of the context of the development proposal.

- 5.5 **Proposed Development** - the developer should also provide a full description of the proposed development within the Transport Statement including details of the development, the layout of the site and access to it, travel movements in the vicinity of the site, sustainable transport provision, parking strategy, and the transport impacts of site construction and freight movement.
- 5.6 **Proposed Mitigation Measures** – a brief description of proposed mitigation measures should be provided that could be incorporated to help address any transport issues that may arise from the development.
- 5.7 However, not all proposed developments that are considered to require a Transport Statement would necessarily need all of the above matters to be considered. Therefore, it is important that the scope of the Transport Statement is agreed at the pre-application discussion stage between the developer and the Borough Council.

## **6. PREPARING A TRAVEL PLAN**

6.1 Travel Plans will be unique to any site and there is no standard format or content. In general Travel Plans should have measurable outputs, and should set out the arrangements for monitoring the progress of the plan, as well as the arrangements for enforcement in the event that agreed objectives are not met. They might be designed for the applicant only, or be part of a wider initiative involving other developments in the area. The different levels of Travel Plan are set out in paragraph 3.3 above.

6.2 The following general steps are recommended when developing a Travel Plan:

### **STEP 1 – Introduction and Existing Site Information**

6.3 This is an essential part of preparing a Travel Plan for assessing transport facilities on the site and transport links to it. This information should be accurately established to understand the context of the development proposal. In general, the following information will be required:

- the context for the development and reference to national guidance set out by DfT, regional policies in the Regional Spatial Strategy (RSS) and the Regional Transport Strategy, together with local policies for transport.
- any requirements imposed through the planning process
- details on the type and size of the development in terms of number of employees, car parking spaces, (if known);
- an assessment of the current transport situation - using the findings from the Transport Assessment (if undertaken);
- details of proposed development in relation to the surrounding transport system and site access arrangements;
- consideration for the accessibility to the site and access to key services for employees.

### **STEP 2 – Baseline Transport Data**

6.4 Transport data that will be required will include information on existing public transport provision, a qualitative description of the travel characteristics of the existing site, including pedestrian/cyclist movements and associated facilities, and an analysis of local travel behaviour.

6.5 A baseline survey should be undertaken to collect such data on current transport methods and also to find out which incentives to adopt and the alternative modes that would be acceptable and likely to be most effective. Proposed questions within the survey need to be submitted to the Borough Council prior to carrying out the survey. The method of conducting the survey will be up to the developer, however an attempt should be made to ensure maximum return. For example, offering entry into a prize draw for participants has proved successful.

6.6 In respect of a new development, there should be a commitment to conduct an employee travel survey six months after occupation, to establish mode share of

commuter travel.

- 6.7 When an occupier is new to the area, or where travel patterns are unknown, data from the 2001 Census should be used to set a baseline. Alternatively, the Transport Assessment may contain an estimate of trip generation and mode split. In this instance this data should be included within the Travel Plan. It is essential that the methodology used in determining trip generation and mode split is transparent and logical.
- 6.8 In cases where existing development sites are being extended, current travel patterns should be surveyed to provide baseline data. For expansion of existing developments this should be undertaken at the earliest opportunity, although where completely new development is involved this should be undertaken six months after the opening of the development. The assessment of the results will lead on the choice of measures likely to be most effective in achieving the targets.

### **STEP 3 – Setting Targets**

- 6.9 The Travel Plan should set clear objectives reflecting its broader goals, and ensure that it meets any planning requirements of the Borough Council and of the Highways Agency.
- 6.10 Targets correlating to these objectives should be established. They should be SMART (Specific, Measurable, Achievable, Realistic and Timed). Targets will vary according to the particular circumstances of the site and will depend to a large extent on existing travel patterns, local transport infrastructure and the availability of parking on or near to the site. For new developments with an unknown end user, targets will need to reflect the development.
- 6.11 Targets will be monitored and in the event that they prove to be inappropriate there will be scope to set new targets following the first review of the Travel Plan, usually after six months.

### **STEP 4 - Drafting the Travel Plan**

- 6.12 The Travel Plan can then be drawn up and relevant measures included, based on the survey data, an audit of existing conditions and the type of Travel Plan required. The different levels of Travel Plan are defined in paragraph 3.3 above. In the case of a speculative development that will be disposed of to a freehold occupation, the approach is to bind successors in title to the implementation of a Travel Plan. To these ends an interim Travel Plan (Travel Plan Framework) should be agreed with the applicant, the developer, or their agent, before planning application is determined. The developer will be responsible for passing the requirement for a Travel Plan onto the occupier whether the occupier rents, leases or buys all or part of the development

### **STEP 5 - Submission and Approval of the Travel Plan**

- 6.13 Travel Plans are an integral part of the planning application process. The submission of Travel Plans and their approval are a part of the iterative process of demonstrating how developments do not unduly increase car usage.

The travel plan framework should be in place prior to use and occupation of the new development.

- 6.14 The Travel Plan will be need to be approved in writing by the Borough Council. The developer is required to submit 4 paper-based copies and an electronic version should also be provided.**
- 6.15 The Borough Council will use the checklist at Appendix 5 to assess Travel Plan Frameworks which will be required where end users are unknown.
- 6.16 Travel Plans will be secured by either planning condition(s) and/or planning obligations (Section 106 agreements) attached to the planning permission. Hard measures, such as the provision of bus shelters, cycle storage facilities and improved pedestrian access, will normally be secured by way of a planning condition. Other measures within the Travel Plan, which can include for example car parking management, the phasing of works, the appointment of a Travel Plan Coordinator, survey and monitoring arrangements, will usually be dealt with by way of a Section 106 Agreement.
- 6.17 In general, Travel Plan Frameworks and Minimalist Travel Plans will be secured by planning condition, whilst Measures, Outcome and Area-wide Travel Plans will be secured by Section 106 Agreements.

#### **STEP 6 – Implementation and Management of the Travel Plan**

- 6.18 Implementation of the Travel Plan includes a series of appropriate measures that the developer is committed to undertake over the next three years to achieve associated targets, including both demand restraint and positive incentives, to use sustainable transport modes.
- 6.19 As noted above, in the case of speculative development, where end users are unknown, an agreed Travel Plan Framework will bind the developer to passing on the requirement for a Travel Plan to subsequent occupiers of the development. Where occupiers are known, but are new to the area, the agreed Travel Plan should be implemented within six months of the occupation of the site. Where an existing occupier is extending on site, any new Travel Plan associated with a permission to extend should be implemented on, or shortly after, occupation on the new site extension.
- 6.20 An important aspect of implementation is the appointment of person/s from within the organisation responsible for the success and running of the Travel Plan, known as the **Travel Plan Coordinator**. This appointment will usually be required as part of the agreed Travel Plan. The post needs to be of sufficient seniority to undertake tasks such as chairing steering groups. The appointment does not to be a new one but instead, it may be a case of extending the job profile of an existing employee. The Council must be informed as soon as the post holder changes. The Local Authority will ensure that there is support and commitment to the development of the travel plans process from its initial stages onwards.

- 6.21 The role of the Travel Plan Coordinator will be to manage the implementation of the Travel Plan, liaise with the Council and provide monitoring information as agreed. The role will include:
- overseeing the development and the implementation of the Travel Plan
  - obtaining and maintaining support from senior managers, staff and union representatives in the promotion of the travel plan;
  - implementing an effective branding and promotional campaign to promote the Travel Plan to all employees;
  - setting up and coordinating a Travel Plan Steering Group;
  - acting as a point of contact for the Travel Plan and keeping staff informed with up to date information;
  - organise workshops and induction seminars to educate existing and new staff;
  - arrange for travel surveys to be undertaken by all employees at agreed intervals;
  - returning agreed monitoring data to the Council.

#### **STEP 7 – Monitoring and Review**

- 6.22 A monitoring arrangement should be agreed between the developer and the Borough Council.
- 6.23 **The occupier will monitor and review the workings of the Travel Plan annually and submit a written report to the Council, at a mutually agreed date.** Any revision to the Travel Plan required as a result of monitoring should be done in conjunction with Borough Council.
- 6.24 Monitoring is necessary to assure the Council that the aims and actions in the Travel Plan continue to be realised at the target dates. If this is not the case a revised plan will need to be submitted for approval and it shall be open to the Council to suggest reasonable ways of improving the effectiveness of the plan.

#### **Enforcement**

- 6.25 The implementation and enforcement of initiatives within the Travel Plan is essential. Travel plans, without effective implementation of initiatives, run the danger of becoming a paper exercise which only plays lip service to sustainable transport objectives. Travel Plans should therefore set out arrangements for enforcement where agreed objectives are not met.
- 6.26 If, during the course of implementing the Travel Plan, there is a disagreement between the occupier and the Council over whether the targets are being met, then an arbitrator shall be approached. The arbitrator should be competent in legal matters and acceptable to both parties. The outcome of any arbitration shall be binding to both parties. Costs would be shared equally between the two parties.

6.27 To ensure that agreed measures are delivered and that any failure to deliver outcomes can be remedied, it will be normal practice to include sanctions within the Section 106 Agreement relating to the Travel Plan. Sanctions can take a number of forms for example:-

- payments to the Council to implement previously agreed measures;
- specified works that are expected to remedy the failure to achieve outcomes; and/or
- specified payments to the Council to achieve the agreed outcome e.g. the implementation of a car parking zone around the development.



## **7. APPENDIX 1: RELEVANT LOCAL PLAN POLICIES**

Policies of the Hartlepool Local Plan which are most relevant to this Supplementary Planning Document are as follows:

### **7.1 Policy Tra20: TRAVEL PLANS**

Travel plans should be prepared to accompany proposals for major developments and other developments likely to lead to an increase in travel.

Consideration will be given to the use of planning conditions and/or legally binding agreements to secure the improvement of public transport, cycling and pedestrian accessibility within and to the development.

### **7.2 Policy GEP9: DEVELOPER CONTRIBUTIONS**

The Borough Council will, where appropriate, seek contributions from developers for the provision of additional works deemed to be required as a result of the development. Contributions may be required for:

- ◆ highway and infrastructure works,
- ◆ improvements to public transport and the pedestrian and cycleway network,
- ◆ the layout and maintenance of landscaping and woodland planting,
- ◆ the layout and maintenance of open space and play facilities,
- ◆ the provision of neighbourhood parks,
- ◆ works to enhance nature conservation features,
- ◆ additional measures for street cleansing and crime prevention,
- ◆ the acquisition and demolition of surplus housing stock,
- ◆ the rationalisation of retail facilities; and
- ◆ any other community facilities deemed necessary by the local authority as a result of the development.

Contributions may necessitate developers entering into legal agreements with the Borough Council

## **APPENDIX 2:**

### **PRE APPLICATION DISCUSSION FORM**

This form is designed to assist in pre-application discussions on proposed developments. Completion of this form is voluntary

#### **Developer/Agent Details**

|                   |                   |
|-------------------|-------------------|
| <b>Name:</b>      | <b>Company:</b>   |
| <b>Address:</b>   |                   |
|                   |                   |
| <b>Telephone:</b> | <b>Facsimile:</b> |
| <b>Email:</b>     |                   |

#### **Development Details**

|                                                                |  |
|----------------------------------------------------------------|--|
| <b>Brief Description</b> <i>(Including existing site use):</i> |  |
|                                                                |  |
| <b>Location:</b>                                               |  |
|                                                                |  |
| <b>Address (if known)</b>                                      |  |
| <b>Size</b> <i>(eg., GFA, No. of Units)</i>                    |  |
| <b>Opening Year(s):</b>                                        |  |

***Please tick the applicable box from the questions below.***

**YES**

**NO**

(i) Is the development Residential with more than 50 units?

☐☐

(ii) Is the development Non-residential with a GFA of over 500 sqm?

☐☐

(iii) Is the development likely to generate over 30 vehicle trips per hour?

☐☐

(iv) Is the development likely to generate over 10 HGVs a day?

☐☐

**Signed:**

**Date:**

**The completed form should be sent to:**

**Sustainable Travel Officer  
Department of Neighbourhood Services  
Bryan Hanson House  
Hanson Square  
HARTLEPOOL  
TS24 7BT**

| Considerations                                       |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Existing Site Information and Proposed Development | <ul style="list-style-type: none"> <li>• A site location plan and drawings that show the proposed development site layout and use in relation to the surrounding area and transportation system.</li> </ul>                               | <input type="checkbox"/>                                                                                                                                                                                                                                                                                 |
|                                                      | <ul style="list-style-type: none"> <li>• The permitted and existing use of the site.</li> </ul>                                                                                                                                           | <input type="checkbox"/>                                                                                                                                                                                                                                                                                 |
|                                                      | <ul style="list-style-type: none"> <li>• A detailed description of the existing land uses in the vicinity of the site, including development plan allocations or potential future uses in the case of undeveloped sites.</li> </ul>       | <input type="checkbox"/>                                                                                                                                                                                                                                                                                 |
|                                                      | <ul style="list-style-type: none"> <li>• Existing site access layout and access constraints, where appropriate, describing arrangements, locations and methods of linkage to transport infrastructure for all modes of travel.</li> </ul> | <input type="checkbox"/>                                                                                                                                                                                                                                                                                 |
|                                                      | <ul style="list-style-type: none"> <li>• Scale of the development, such as number of residential units or gross floor area (site area in hectares).</li> </ul>                                                                            | <input type="checkbox"/>                                                                                                                                                                                                                                                                                 |
|                                                      | <ul style="list-style-type: none"> <li>• Proposed hours of operation, including weekly profile, weekends where appropriate, over a 16 or 24 hour period.</li> </ul>                                                                       | <input type="checkbox"/>                                                                                                                                                                                                                                                                                 |
|                                                      | <ul style="list-style-type: none"> <li>• Proposed parking strategy (number of spaces, parking layout, ratio of operational to non - operational spaces, disabled parking, motorcycle parking, cycle parking).</li> </ul>                  | <input type="checkbox"/>                                                                                                                                                                                                                                                                                 |
|                                                      | <ul style="list-style-type: none"> <li>• Developers or promoters of the site should establish the level of activity of the site and results should be included within this section of the TA.</li> </ul>                                  | <input type="checkbox"/>                                                                                                                                                                                                                                                                                 |
|                                                      | <ul style="list-style-type: none"> <li>• Whether the location of the site is within or near to a designated Air Quality Management Area (AQMA).</li> </ul>                                                                                | <input type="checkbox"/>                                                                                                                                                                                                                                                                                 |
|                                                      | 2 Baseline Transport Data                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• The quantification of the person trips generated from the existing site and their modal distribution, or, where the site is vacant or partially vacant, the person trips which might realistically be generated by any extant planning permission or</li> </ul> |







| Considerations              |                                                                                                                                                                                                              |                          |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1 Existing Conditions       | <ul style="list-style-type: none"> <li>Existing site information – describing the current physical infrastructure and characteristics of the site and its surroundings.</li> </ul>                           | <input type="checkbox"/> |
|                             | <ul style="list-style-type: none"> <li>Baseline transport data – background transport data and current transport infrastructure details.</li> </ul>                                                          | <input type="checkbox"/> |
| 2 Existing Site Information | <ul style="list-style-type: none"> <li>A site location plan that shows the proposed development site in relation to the surrounding area and transport system.</li> </ul>                                    | <input type="checkbox"/> |
|                             | <ul style="list-style-type: none"> <li>The permitted and existing use of the site.</li> </ul>                                                                                                                | <input type="checkbox"/> |
|                             | <ul style="list-style-type: none"> <li>The existing land uses in the vicinity of the site, including development plan allocations, or potential future use in the case of undeveloped sites.</li> </ul>      | <input type="checkbox"/> |
|                             | <ul style="list-style-type: none"> <li>Existing site access arrangements including access constraints, where appropriate.</li> </ul>                                                                         | <input type="checkbox"/> |
|                             | <ul style="list-style-type: none"> <li>Whether the location of the site is within or near a designated Air Quality Management Area (AQMA).</li> </ul>                                                        | <input type="checkbox"/> |
| 3 Baseline Transport Data   | <ul style="list-style-type: none"> <li>A qualitative description of the travel characteristics of the existing site, including pedestrian and cyclist movements and facilities, where applicable.</li> </ul> | <input type="checkbox"/> |
|                             | <ul style="list-style-type: none"> <li>Existing public transport provision, including frequency of services, location of bus stops/train stations, park &amp; ride facilities.</li> </ul>                    | <input type="checkbox"/> |
|                             | <ul style="list-style-type: none"> <li>A description and functional classification of the highway network in</li> </ul>                                                                                      | <input type="checkbox"/> |



|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                          |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
|                       | <p>parking considerations, disabled parking, motorcycle parking, cycle parking, taxi drop-off points).</p> <ul style="list-style-type: none"> <li>• Residual vehicular trip impact.</li> <li>• The transport impacts of site construction.</li> <li>• The transport impacts of freight or service operations.</li> <li>• If the site of the proposed development has a current use or an extant planning permission with trip patterns/volumes, the net level of change that might arise out of the new proposals should be set out.</li> </ul> | <input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> |
| 5 Mitigation measures | <ul style="list-style-type: none"> <li>• A description of the proposed mitigation measures should be included that could be incorporated to help address any transport issues that have arisen in relation to data collected.</li> <li>• Any mitigation measures should be discussed with council officers before the submission of any application.</li> </ul>                                                                                                                                                                                 |                                                                                                                          |

The above requirements are not exhaustive and there may be a need for supplementary information which takes account of local conditions as well as other material considerations. It is important that the scope of the TS is agreed at the pre-application discussion stage between the developer and appropriate authorities.

<sup>1</sup> In conjunction with the parking layout and provision, the car parking strategy will demonstrate how car parking will be managed and will deal with issues such as reserved areas for disabled and car sharing scheme members.

## **APPENDIX 5: KEY COMPONENTS TO BE INCORPORATED INTO A TRAVEL PLAN FRAMEWORK**

To be used where outline-planning consent is being sought and where the end-users are unknown. (This provides a structure for the initial framework travel plan and supplementary travel plan to be developed within a given timescale)

| Section                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Introduction</b>                 | <ul style="list-style-type: none"> <li>• Sets the context for the development and makes reference to local policies for transport.</li> <li>• Includes any requirements imposed through the planning process.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>2 Development Site Information</b> | <ul style="list-style-type: none"> <li>• Details on the type and size of the development in terms of number of employees, car parking spaces, (if known).</li> <li>• Using the findings from the Transport Assessment (if undertaken) to assess the current transport situation.</li> <li>• Should include a site location plan that shows the proposed development in relation to the surrounding transport system and site access arrangements.</li> <li>• Consideration should be made for the accessibility to the site and access to key services for employees.</li> </ul>                                                                                                        |
| <b>3 Baseline Transport Data</b>      | <ul style="list-style-type: none"> <li>• Analysis of local travel behaviour to provide baseline data and an estimate of new demand arising from the development.</li> <li>• As this is a new development, commitment to conduct an employee travel survey six months after occupation, to establish mode share of commuter travel.</li> <li>• A qualitative description of the travel characteristics of the existing site, including pedestrian/cyclist movements and associated facilities.</li> <li>• Existing public transport provision, including frequency of services, location of bus stops/ train stations and park and ride facilities should also be considered.</li> </ul> |







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