

# **Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance**

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## 1. Introduction - The Status of this Best Practice Document

**1.1** The aim of this document is to set out detailed guidance on the way the Council expects parking and travel plan policies in the Development Plan to be applied in particular circumstances or areas. It is also intended to inform the operation of the Development Control process and to provide a guide for developers and land use managers about the general principles applicable to parking and sustainable transport and how these are considered through the planning process.

**1.2** Whilst this guidance does not have equivalent status to Development Plan Documents, compliance with best practice guidance is a material consideration in the making of planning decisions and therefore carries significant weight in the decision making process.

**1.3** The Development Plan objectives and policies relevant to this guidance are set out below. This guidance should be read in conjunction with these policies:

- Core Strategy Objective 3 seeks development in sustainable locations
- Core Strategy Objective 7 seeks to improve local transport connections
- Policy CS3 Location of new development
- Policy CS13 Transforming Rotherham town centre
- Policy CS14 Accessible places and managing demand for travel
- Policy CS15 Key routes and the strategic road network
- Policy CS32 Infrastructure delivery and developer contributions

**1.4** This document has been produced with regard to National Planning Guidance, the Local Plan, the Community Strategy and drawing upon best practice elsewhere.

In a wide ranging review of Government planning guidance, Lord Matthew Taylor of Goss Moor (2012) stated that: *“Guidance also has a crucial role in helping identify what information is required in different circumstances, to ensure proportionality and that decisions are appropriately informed without undue burdens being placed on applicants or the decision-taking process”*. In his review, he recommended that most of the government guidance referred to here be cancelled and any pertinent points that needed to be retained, be incorporated into a new simplified online system. As the guidance in this document takes thresholds etc from current government guidance it may have pre-empted the intentions of Lord Taylor. It is felt that reference to the original source documents is still relevant.

**1.5** A statement of the consultation undertaken, the representations received and the authority’s responses to these can be found in the Consultation Summary Report.

**1.6** In implementing the policies covered by this guidance the authority will actively consider the use of a number of strategies, including The Sheffield City Region Transport Strategy and the South Yorkshire Local Transport Plan (the transport strategy for South Yorkshire) and the use of conditions and planning obligations.

## 2. Purpose

**2.1** The purpose of this document is to provide a methodology for the efficient use of land in the borough through the promotion of sustainable transport, the exhaustive analysis of the effects [and necessary mitigation] of development and the application of appropriate parking standards. If properly applied this approach will reduce the level of car use in the borough, encourage sustainable transport choices and improve the safety of the highway. The key objectives of the document can be summarised as;

- To provide guidance on the development of transport assessments for planning applications.
- To provide advice and guidance on the formulation of travel plans for all types of developments.
- To provide advice and guidance on the type and level of car/cycle parking required in new developments.
- To provide guidance on the level and standards of parking provision for disabled drivers.
- To demonstrate the methodology by which policies and standards are arrived at.

**2.2** The guidance document is part of the council's overall approach to reducing congestion and pollution whilst providing better, more sustainable access to development and facilities for all road users.

***“The Council is intending to introduce the Community Infrastructure Levy and become a charging authority under the CIL Regulations 2010 (as amended). This introduces a new means to pay for infrastructure required to support new development and in Rotherham will largely replace the use of Section 106 Agreements. The CIL will include a ‘Regulation 123’ list of infrastructure that CIL may be used to pay for, in whole or part. Any item on that list will not be legally capable of being paid for by Section 106.*”**

## 3. National and Regional Policy Context

**3.1** National guidance on parking and travel plans is principally set out in National Planning Policy Framework (2012) which replaced PPG13. The document *Guidance on Transport Assessment* DCLG & DfT (2007) sets out the considerations necessary for the formulation of a transport assessment. It is important to note that the document makes clear that it:

*“is not a statement of Government policy and therefore should be read in conjunction with, and in the context of, relevant Government policies, in particular those relating to transport and planning. It is also important to note that the decision to grant planning permission for a development proposal is based on several considerations. A TA focuses primarily on the transport implications of the development, and therefore the completion of a TA does not guarantee the granting of planning consent.”*

Effectively it follows the National Planning Policy Framework which offers guidance but leaves some considerable discretion for authorities to take decisions on what to require of developers based on local considerations.

In most cases the threshold values [established in *Guidance on Transport Assessment* DCLG & DfT (2007)] requiring transport assessments are followed except where local issues such as air quality or road safety are overriding considerations.

Recent guidance from DfT on travel plan best practice is summarised in: *Good Practice Guidelines: Delivering Travel Plans through the Planning Process-Summary of Main Report* DfT (2009). This guidance makes an explicit link between Transport Assessments and Travel Plans as required in the planning process:

*Considering the [transport] assessment and travel plan as an integrated package of information and proposals to deal with the transport impacts of the development is the most effective approach. They should be submitted together with the planning application wherever possible.*

This guidance builds on a large body of evidence of the effectiveness of travel plans which has been accumulated over more than 10 years.

**3.2** Regional policy on sustainable transport is expressed in the *Sheffield City Region Transport Strategy*. The four goals of the strategy are as follows:

- Support the economic growth of Sheffield City Region
- Enhance social inclusion and health
- Reduce the emissions from vehicles
- Make transport increasingly safe and secure

The following policies are of specific relevance to this document:

- **C** - To promote efficient and sustainable means of freight distribution, while growing SCR's logistics sector.
- **G** - To deliver interventions required for development and regeneration.
- **J** - To apply parking policies to promote efficient car use, while remaining sensitive to the vulnerability of urban economies.
- **K** - To develop public transport that connects people to jobs and training in both urban and rural areas.
- **S** - To encourage active travel and develop high quality cycling and walking networks.
- **T** - To provide information and travel advice for the users of all modes of transport, so that they can make informed travel choices.
- **W** - To encourage safer road use and reduce casualties on our roads.

Whilst these are strategic policies, they inform the development of local policy and its application in Rotherham.

## 4. South Yorkshire Policy Context

**4.1** The South Yorkshire Local Transport Plan 2011-2016 sets policy for transport across the county of South Yorkshire. It was co-authored by the four district councils and the passenger transport executive (SYPTTE). Since it represents the implementation of the SCR Transport Strategy the goals and policies are the same, however the implementation plan adds four cross-cutting principles:

- **We will squeeze more from existing assets**—in the current funding climate this principle will ensure our assets are well managed and maintained and used to their fullest potential, minimising the need for major infrastructure work...It is key to this first Implementation Plan. Our efforts will be targeted on the routes, locations, customer groups and issues we have identified from our evidence base as being particularly important.
- **We will make our growth sustainable** – we will look to achieve economic growth while minimising the impact on the environment, reducing emissions wherever possible.
- **We will give people choice** – we will enable people to make informed choices about whether and how they travel, through providing a range of transport links and services to match varying lifestyles.
- **We will encourage a change in travel culture** - facilitating a shift from car-dependency to more active and sustainable travel modes.

## 5. Transport Assessments

**5.1** Transport Assessments consider the impact of developments on roads in the surrounding area and explain how these impacts will be dealt with. A Transport Assessment provides information on transport conditions and transport issues before, during and after a development is completed. A Transport Assessment must demonstrate to our satisfaction that the development will not have a negative impact on safety, cause congestion or lead to illegal or additional parking near the site of the proposed development. It must also show how it is likely to improve, provide and promote travel by public transport, cycling and walking and restrict travel by car. The preparation of a Transport Assessment is likely to require the services of a transport professional with the necessary skills/ knowledge particularly in assessing the traffic generated by the proposed development and the impact of the proposed development on the surrounding roads.

**5.2** The assessment of traffic generated by the proposed development should consider all journeys, not just car trips. The Transport Assessment should consider the positive and negative effects of cyclists, walkers, drivers and users of public transport on each other and also the impacts of improvements. New development should promote walking, cycling, buses, trains and other forms of public transport. The Transport Assessment should therefore show how walking and cycling will be encouraged in new developments and how these will reduce journeys by car. Developments should contribute to more direct and safe walking and cycling routes that fit in with the surrounding transport network.

**5.3** The following hierarchy of road users was introduced in the first South Yorkshire Local Transport Plan and this will be used to resolve conflicts or competing demands between road users or different types of transport.

- Pedestrians
- People with disabilities
- Cyclists and Public Transport users
- Commercial vehicles
- Private cars

**5.4** The Transport Assessment will be used to determine whether the proposed development:

- Meets current guidance from central government, the South Yorkshire LTP and complies with Rotherham's Local Plan policies.
- Conflicts with any existing development proposals with planning permission.
- Will be safe and acceptable.
- Promotes walking, cycling and public transport.
- Has an acceptable transport impact.
- Complies with the parking standards currently imposed on new development by the council, including disabled and cycle parking.
- Complies with national and local design standards for vehicular and pedestrian access.
- Will require mitigation measures to reduce the traffic impact to an acceptable level.

Any planning application the Council considers might have a significant impact on traffic congestion, transportation, or parking will need to be accompanied by a Transport Assessment. The threshold size of development requiring a Transport Assessment is based on *Guidance on Transport Assessments* DCLG/DfT (2007). Where there are local factors that must be considered [air quality management or local congestion, for example] the council may require a TA for lesser developments rather than a Transport Statement. The table of thresholds is reproduced as Appendix A.

**5.5** The Transport Assessment must contain all the relevant information which is relied upon in carrying out the assessment. It would not be acceptable for instance to quote a TRICS trip rate without appending the relevant data set from which it had been derived. To make the assessment as understandable as possible for members of the public [accessing it through the planning portal], the use of jargon and assumption of specialist knowledge should be avoided. Terms with a specific meaning in the context of transport assessments should be referenced in a glossary.

**5.6** The following lists show the information that should be presented in the transport assessment:

*Description of the proposal*

- Location plan(s) at an appropriate scale.

- Schedule of proposed use classes on the site with the area in m<sup>2</sup> for each.

#### *Details of existing uses*

- Table of existing uses on the site
- Details of existing site access, parking etc.
- Description of the local highway network with details of key junctions.
- Details of public transport serving the site
- Cycle/pedestrian routes and facilities
- Parking availability, both on and off street in the locality
- Baseline data; traffic counts, public transport capacity etc.
- Details of committed developments in the area along with predicted transport impacts.

#### *Traffic generation and impact on the surrounding highway network*

- Full details of all sites used for comparison and derivation of trip rates, preferably using the TRICS database.
- Details of mode share assumptions used along with justification
- Detail and justification for service vehicle trip assumptions
- Clearly presented diagrams showing turning movements etc. for generated trips.
- Assumptions and justification regarding primary, pass-by, linked and transferred trips associated with the development.
- The extent of the highway network affected by the traffic generated by the development.
- Models of the existing and proposed traffic should be clearly presented for peak periods. These may be for single junctions or the whole area. They must include details of traffic flows, queue lengths, ratios of flow to capacity, reserve capacity and impacts on public transport as appropriate.

#### *Design, access and servicing*

- Details of proposed access and circulation arrangements for vehicles, cyclists and pedestrians including servicing, refuse collection and emergency vehicles
- Accompanying plans at an appropriate scale showing site layout, access, visibility splays, sight lines and swept paths to demonstrate the adequacy of service areas and access arrangements.
- Details of the amount and location of disabled parking.

#### *Walking, cycling and public transport*

- Details of proposals to improve or encourage access by walking, cycling and public transport. This may contain details of proposed offsite works where these are deemed necessary [care must be taken that such proposals do not overlap with any proposed works on the Regulation 123 list.]

#### *Parking provision*

- Details of proposed parking for cars, bicycles and people with disabilities. Other forms of parking provision such as for motorcycles, car sharers and parent and child spaces should also be detailed here.
- Suitably scaled plans showing the layout of all parking areas
- A rationale for the level of parking proposed with reference to the council's parking standards. It may be necessary to include a parking accumulation study to demonstrate the adequacy of the parking provision.



### *Road safety considerations*

- Analysis of accidents in the surrounding area.
- Road safety audit
- Proposals to address the identified safety issues and improve security for all modes of travel

### *Travel Plan*

- A full explanation of the council's requirements for a travel plan is given in Section 6 of this document (below). The plan must be closely integrated with the data presented in the TA.
- Modal split figures relied upon by the TA to demonstrate the acceptability of the development must be used in the formulation of the travel plan as a baseline.

### *Mitigation proposals*

- Details of the impacts of the development on traffic congestion and related problems such as air pollution, noise and community severance.
- Detailed proposals for measures to mitigate these negative effects.

### *Construction management plan*

- Where the proposed development is likely to have an effect on the local highway network during the construction phase, a construction management plan will need to be submitted with the TA.
- The plan will need to contain information on the number of construction vehicle trips, hours of operation and suitable means of mitigation of negative impacts.

Depending on the scale and type of development, the council's Highways Development Control Team may require additional information. In most cases it would be advisable to arrange a scoping meeting with the Transportation & Highway Design Unit to determine the issues that need to be addressed.

Further information on the preparation of a Transport Assessment can be found in Appendix (A) of this document.

## **6. Travel Plans**

**6.1** This guidance sets out Rotherham Metropolitan Borough Council's requirements for Travel Plans and identifies when they are required in support of a planning application. Parts of this guidance may also be used by organisations taking up Travel Plans on a voluntary basis. Travel plans are one key element in achieving improved accessibility for all in the community and helping to meet sustainability and social inclusion objectives. Travel plans must be site specific i.e. tailored the local circumstances and needs of the development and its vicinity.

This guidance sets out:

- The circumstances in which a planning application for a development is likely to require the submission of a travel plan.
- The most appropriate type of travel plan.
- The content of that travel plan as required by Rotherham MBC.
- How the travel plan should be monitored and reviewed.

- Advice on how the travel plan should be secured.

This guidance contains practical advice on how to prepare and submit a travel plan in order to minimise the risk of delays in the planning process.

**6.2** A travel plan is a package of measures to manage the access to a development or institution in a way that reduces the impacts of vehicular transport on local roads and the environment and promotes sustainable modes of travel to and from the site.

- An effective travel plan will include measures to increase travel choice and reduce dependency on the car (for example offering discounted bus tickets or implementing a car share scheme) and measures to discourage unnecessary car use (for example by site design).
- Travel plans primarily address the issue of commuter journeys, but may also be used to manage access to visitor destinations, schools and other institutions (particularly hospitals) and residential development. In addition consideration should be given to other travel to and from the site, such as deliveries of raw materials and despatch of finished products. The plan should also consider business travel by staff using their own or works vehicles.
- A travel plan is an ongoing process that does not end with the production of a “document”. The plan should be monitored and altered over time to match the changing circumstances of the site and achieve the targets which are set; this flexibility needs to be built into the process from the beginning.

**6.3** Travel plans can bring a range of benefits and address a range of issues, which include:

- Reducing the need to travel.
- Reducing congestion and peak time conflicts.
- Cutting emissions harmful to local air quality and health
- Reducing the carbon footprint of a business.
- Cutting the costs of providing and maintaining car parking.
- Releasing car park space for expansion.
- Addressing car park shortages and local congestion on the site.
- Improving access to the site and travel choice.
- Tackling social exclusion through improved access to employment and services
- Increasing demand for improved public transport

Workplace travel plans offer additional benefits by cutting the costs of business travel, fleet operation and logistics and improving staff retention. The enhanced understanding of local transport networks helps to focus recruitment campaigns and reduce ineffective advertising. The benefits brought by a travel plan help companies to become better corporate neighbours

School and residential travel plans offer further benefits such as increasing safety and creating healthier environments for vulnerable people. Residential travel

plans also support mixed development, housing, and social inclusion objectives through improvement of accessibility to and from new development by means other than the private car.

Travel plans, together with transport assessments, provide a mechanism for assessing and managing access to sites. Travel plans are a key requirement (on a par with highways improvements) for any development likely to result in traffic impacts.

Guidance on Transport Assessments (DCLG & DfT 2007) indicates that a Travel Plan should be developed alongside the Transport Assessment to address the transport impact of the development. Though as noted in [the now superseded] PPG13: “*unacceptable development should never be permitted because of the existence of a travel plan.*” The National Planning Policy Framework states that: “*Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations*”. This seems to indicate that there has been a change of emphasis in policy

**6.4** Some developments possess characteristics that indicate a travel plan is required. It is essential that applicants consult with the Council at an early stage, before submission of a detailed (or outline) planning application, to determine whether a travel plan is required and what type/content may be appropriate. This consultation is important as it may influence the design of any final scheme and because a joint approach [between the applicant and the Council] has been found to help achieve the delivery of effective travel plan measures. Travel plans should be submitted together with planning applications which are likely to have significant transport implications (see Appendix A for thresholds):

- All major developments comprising jobs, shopping, residential, leisure, education and services, *using the criteria that relate to their impact rather than their precise threshold size*. The Council will consider the likely cumulative impact of a development where other nearby sites are likely to be developed.
- Smaller developments comprising jobs, shopping, residential, leisure, education 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 Rotherham LDF or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling.
- 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.
- All new and expanded school facilities should be accompanied by a school travel plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site changing and cycle storage facilities. In those cases where a school travel plan has been produced in the past (most schools in Rotherham), a review of targets and facilities submitted alongside the plan may suffice, though this should be discussed with council officers first.

**6.5** Where an extension is proposed for an existing use, there will normally be a requirement (through a planning condition or s106 agreement) to produce and operate a travel plan where:

- The development is above the threshold for a travel plan but no existing travel plan condition or s106 agreement exists on the site
- The existing development is below the threshold, but the proposed extension would take it above that threshold.
- There are other reasons why a travel plan may be deemed necessary; although the extension would not push the size of the development over the threshold (e.g. the site is in or adjacent to an air quality management area.)
- Any proposal to increase the amount of car parking on a site is made. [This should not be construed as indicating that a travel plan would entitle the applicant to expand car parking.]

**6.6** Travel plan requirements should be clarified during the pre-application discussions, and the Travel Plan submitted with the planning application. This will facilitate timely determination of the application within current required time periods. The pre-application discussions should ensure that the travel plan addresses all of the relevant issues and policies. There will be a number of additional requirements according to the type of development:

- *Multi occupancy of one site*, several small developments on one site (or speculative developments of small units for unknown end-users) may not individually require a travel plan based on their individual GFA. However, the cumulative transport impacts may justify a “framework” or “umbrella” travel plan for the entire site. This should be administered by the agent of the developer / site manager. Additional ‘subsidiary’ travel plans *may* be required in respect of sub-areas, depending on circumstances.
- *Speculative developments*, A travel plan should be specifically tailored to the needs of the site for which it is written and the travel characteristics of the occupiers/employees. In the case of speculative developments, a full travel plan may not be possible prior to commencement of development, as information available regarding the end user and their travel patterns is limited. The travel plan should include as much detail as possible at the earliest stage. The transport assessment may allow the setting of targets in conjunction with maximum parking standards. Site layout and design can anticipate travel needs and some measures can be implemented prior to occupation. It is important to reduce any delay in implementing the Travel Plan after occupation in order to reduce the opportunity for less sustainable travel habits to develop.

Where the full travel plan must be phased, an ‘interim’ or ‘framework travel plan’ should be submitted with the planning application, with a requirement that a ‘final (full) travel plan’ will be submitted either before occupation commences, or at a specified time subject to detailed schedules in respect of key elements.

The ‘framework’ travel plan should specify which measures will be implemented before development and occupation (for example, improvements to the pedestrian network and cycle parking facilities), and a firm commitment and timetable for production and implementation of the final approved travel plan. It is important that travel plan measures are in place from the day of first occupation as far as possible so that the intended travel patterns are encouraged from the start.

The developer will be responsible for passing the requirement for a travel plan on to occupiers of the site (whether the occupier rents, leases or buys all or part of the development) through a clause in the rental/lease/purchase agreement, with handover and management arrangements agreed as part of the travel plan. The responsibility for final implementation of a travel plan would then pass to the occupier. Where the travel plan is a condition of planning permission this automatically passes to the new occupier, responsibility for making this clear rests with the developer.

- *End occupier(s) known, new development* - The occupier should produce a full travel plan

for submission with the planning application. This is because a decision usually cannot be made on the planning application until the local planning authority is satisfied with the provisions made within the travel plan. It should subsequently be implemented upon occupation.

- *Existing occupier extending on site / constructing new premises in borough* - The organisation requiring the development should ideally have an established travel plan, or develop one prior to submitting the planning application. It should subsequently be implemented upon occupation of the new site / extension. It is essential for applicants to discuss travel plan requirements with the Council well in advance.
- *Residential* - travel plans differ from workplace and other institutional travel plans in that they deal with a more varied pattern of journeys from the place of origin. They also generally require that an ongoing travel plan management organisation and structure needs to be put in place, as there is often no single company or institution to continue or coordinate travel plan implementation. The type and content of residential travel plan that is required and deliverable will be dependent on the type, location and scale of the residential development and whether it is part of a mixed use development. Residential travel plans can vary from a package of measures (including site layout and design measures) up to a formal and comprehensive travel plan or framework travel plan where there are subsidiary plans for different uses. Generally residential travel plans would be secured through the planning process with a Section 106 Planning Agreement. The ODPM Circular 05/2005 included provisions that facilitate the securing of maintenance payments, contributions to relevant but larger travel plan schemes or travel plan funds.

**6.7** When producing a travel plan there are several factors that must be taken into account. All travel plans should address national, regional and local policies, the Local Transport Plan and the Transport Assessment for the site (if applicable). The production of travel plans will ideally take a partnership approach; the applicant, Council, the Council's Travel Plan Officer and public transport providers will form the core of such a partnership but other parties may also participate in its development. There are some differences in approach depending on the end user of the travel plan.

For workplaces there is a recognised procedure for producing and implementing a travel plan, starting with the transport assessment (if required), an assessment of current travel patterns of all users, current transport provision, and identification of measures. This can be summarised as follows:

- A site audit is a means of gathering data about transport provision for each mode to the site. It should look at pedestrian access (is the pedestrian network well-lit, clear of overgrown bushes, etc.), cyclist access and parking, public transport provision (services, frequencies and the quality of the waiting environment), and car park provision (number of spaces for disabled, visitors, car sharers, employees, etc.).
- A survey of users of the site (usually employees but should include visitors, deliveries, etc.) to be undertaken to ascertain where people are travelling from and how. The Council also expects the organisation to fill in an organisational survey to establish the range of facilities and policies relevant to travel to the site.
- The information gathered can then be used to decide which measures should be included in the travel plan, which should then be submitted in draft form to the Council Travel Plan Officer for comment.
- The travel plan should be submitted with the planning application and will be approved as part of the determination of the application.
- A travel plan is an evolving process, rather than a one off document. Consequently, it should be monitored on an annual basis, and evaluated regularly to assess its effectiveness.

For residential developments the travel plan will take a slightly different form. The stages undertaken in developing a residential travel plan are similar to those

conducted whilst producing a workplace travel plan. However, there are some differences:

- The location of the development in relation to facilities and services, the site layout and design, and uses provided within the development will be particularly crucial to the success of a residential travel plan and must be considered early in the process.
- A wide range of data on the likely needs and travel patterns of the occupiers of the development will be needed in order to prepare the travel plan; this will necessitate the use of accessibility audits and other baseline data (e.g. Census or travel to work surveys). Future travel patterns may also be predicted using analogous information about similar nearby developments.
- Targets need to demonstrate positive change over what would be seen if there was no travel plan, generally based on the Transport Assessment process.
- Mechanisms to encourage sustainable travel patterns and to ensure the long term delivery of the travel plan need to be built into the travel plan from the beginning.
- The draft travel plan is likely to have a wide range of measures and possibly more 'contingency' arrangements in order to allow for future flexibility as occupiers change. It is particularly useful to analyse the likely demographic of residents with respect to patterns of car ownership and use.

Submission, monitoring and review should follow the same format as for other travel plans.

**6.8** All travel plans will comprise a 'package' of measures and actions. The Council has published a *Checklist for the Preparation of a Travel Plan*, which, along with *Guidance Notes for Monitoring and Evaluation* and *Example Survey Documents* are appended as Appendix B. Use of this guidance in the preparation of the plan in conjunction with government guidance published online will result in a Travel Plan that is 'fit for purpose'. The following general points should be noted: Plans should identify clearly which organisations are responsible for all elements of the plan, where the financing will come from, and how targets have been developed.

- Plans should set realistic but stretching targets, which reflect Local Development Framework and Local Transport Plan policies and the likely make-up of new occupiers/inhabitants. The Transport Assessment for the site may have used the travel plan to assess predicted trip rates, this should be reflected in the targets. Targets should take account of previous experience of people adopting sustainable transport choices (e.g. in response to travel plans or personalised journey planning).
- Plans should only include measures which developers and partners in the process are capable of delivering and which are likely to have a positive impact on transport behaviour. Lists of measures that lack the means of implementation and a clear plan of action will not be acceptable.
- Plans need clear commitment from the developer for the period of their implementation. This can be demonstrated, for example, by the appointment of a travel coordinator and the setting aside of funding to take the plan forward.
- The commitments established in the Plan need to be enforceable by local authorities under the terms of any planning condition or accompanying S106 agreement. This demands precision and clarity in the way measures are set out in the travel plan.
- Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility for the plan from developer to occupiers, residents or other organisations and continuing sources of funding for the plan. This is important as evidence shows that due to staff/resident turnover once targets have been achieved it is still necessary to operate measures to maintain, or improve on the status quo.

'Framework' travel plans for speculative developments may not need to go into as much detail. However, they should include the background, draft objectives and

targets and measures to be put in place during the construction of the development, as well as an undertaking to produce a final travel plan at an agreed time. In addition the framework plan should show how responsibility for production of the plan is going to be passed on to the occupiers of the site. It may be that some form of bond secured by a legal agreement might be the best way of approaching this problem.

The setting of targets is essential. These need to be linked to the objectives of the plan and reflect policies and the transport assessment. There are two types of target; modal share (for example, reduce the number of people driving to work alone by 10% of the modal share by a future date) and milestones (for example, provide cycle parking for 20 bicycles by end of year 1). Targets should be approved by the Council and link into the Transport Assessment. It should be noted that the TA will not be deemed acceptable if it uses trip rates that are unlikely to be achieved under the Travel Plan and measures proposed therein.

Where measures include external bodies such as public transport operators, they should be consulted as early in the process as possible, to ensure that they are able to provide the measures that are required and to the best possible standard.

The occupier must supply to the Council the name of the appointed person/s responsible for the implementation of the travel plan. The Council must also be informed immediately if this contact changes. The Travel Plan Co-ordinator is an essential point of contact for employees. They must be of sufficient seniority to implement the action plan included in the travel plan. The post does not necessarily need to be a new one – smaller organisations may be able to extend the job profile of an existing employee. However, larger organisations (those with more than 500 employees) may need to consider a dedicated post. The Travel Plan Co-ordinator will be responsible for managing, delivering and promoting the travel plan, liaising with the Council, and providing monitoring information as agreed.

Guidance on travel plans in new residential development was published in late 2005 (“Making Residential Travel Plans Work: Good Practice Guidelines for New Development”) and builds on earlier travel plan guidance. The structure of the travel plan should be similar to that for workplaces but the guidance provides a framework for addressing the issues that are particular to residential travel plans. Issues around management of the plan once the developer’s representative is no longer on site must be agreed with the Council at an early stage. A number of management structures may be incorporated such as steering groups, management companies and community trusts.

The measures appropriate to any site specific travel plan will inevitably vary, however in order to make it easier for companies or developers to produce a plan that meets the standards required by the Council a separate document (*Checklist for the Preparation of a Travel Plan*) has been prepared (Appendix B.)

In using the checklist it is hoped that users will identify the measures to be put in place and present evidence of why measures not used are inappropriate at their site. In addition to the Council’s checklist, the Department for Transport has

published extensive guidance and case studies which can be accessed via the DfT website.

Monitoring is critical in determining the success of all travel plans, especially where specific targets have been agreed and to help identify necessary adjustments. Monitoring of the travel plan will be required to be carried out on a regular basis for an agreed period after approval of the travel plan. The requirements of the Council in respect of monitoring are set out in a separate document entitled: *Travel Plans: Guidance Notes for Monitoring and Validation*.

**6.9** In straightforward cases, it will be possible to secure a travel plan by use of a planning condition, the wording of which will follow a form similar to that below:

*” Prior to the development first being occupied, a Travel Plan shall be submitted to and approved in writing by the Local Planning Authority. The plan shall include clear and unambiguous objectives, modal split targets together with a time bound programme of implementation, monitoring and regular review and improvement. The Local Planning Authority shall be informed of and give prior approval in writing to any subsequent improvements or modifications to the Travel Plan following submission of progress performance reports as time tabled in the programme of implementation.”*

Measures for implementation before the site is occupied (for example the provision of cycle parking) may also be secured in such a way.

Where a planning condition is used, it will comply with the policy guidance in:

<http://planningguidance.planningportal.gov.uk/blog/guidance/use-of-planning-conditions/why-and-how-are-conditions-imposed/>

In more complex cases a travel plan may be embodied in a Section 106 Agreement of the Town and Country Planning Act 1990. This illustrates the applicant’s commitment to achieving the provisions and targets set out within the travel plan, and will give the Council greater confidence in what has been agreed. Furthermore, planning obligations offer greater flexibility and allow more complex arrangements that allow money to be paid to the Council and reciprocal arrangements. It is the Council’s intention to explore the possibility of using such agreements to secure performance bonds against the Travel Plan for sites where particular difficulties may arise in enforcement. In this case an obligation is preferable because it is negotiated with the developer whereas a condition is imposed.

The Section 106 Agreement needs to state precisely the requirements of the travel plan; clear monitoring arrangements; and explicit actions identified in the case of default or failure to reach targets. Care in drafting is needed to ensure that the Section 106 is enforceable i.e. through the use of negative clauses. For example:

*“Development shall not be commenced until a travel plan has been submitted to and approved in writing by the Council.”*



Where a planning obligation is used to secure a travel plan, it will comply with the law as expressed in the Town and Country Planning Act 1990. In order to promote sustainable transport a figure of approximately £500 per dwelling is proposed to fund a range of measures which might include, but not be limited to:

- Provision of a subsidised public transport ticket
- A discount voucher for a pedal cycle
- Individual or family cycle training
- Provision of an enhanced bus service (larger developments)
- Membership of a car club (where available)
- Provision of a car share group
- Mechanisms to deliver real time public transport information
- Personal journey planning

Examples of wording for Section 106 Obligations can be found in Appendices F, G and H of *'Using the planning process to secure travel plans: Best practice guide'* published by Department for Transport.

Regardless of the article used to secure the travel plan, the monitoring and review process needs to be clearly defined.

Enforcement may be required where:

- Non-compliance with a Section 106 requirement or condition occurs e.g. to implement a travel plan or a particular measure
- Travel plan measures have not met the agreed outcomes or targets and some remedy is necessary
- Some aspect of the travel plan has not operated as intended and needs to be reviewed and revised

Sanctions may be applied to the extent permitted by law in the event of non-compliance with either a s106 agreement or a planning condition, however the Council would view this as a last resort only to be used in the event of a failure to achieve a negotiated resolution.

## 7. Parking

**7.1** In January 2011 a revision of PPG13 was published by government in conjunction with the following announcement on the DCLG website:

*"Ministers are today removing national planning restrictions put in place in 2001 that required councils to limit the number of parking spaces allowed in new residential development"* and also that:

*"Planning Policy Guidance 13: Transport (PPG13), in conjunction with Planning Policy Statement 3: Housing (PPS3), sets out the need for Local Councils to use maximum parking standards for residential development. By ending this requirement Councils will have the freedom to decide how many parking spaces they want to see in new development in their area"*

As a result it became sensible to revise the standards for parking provision which had been in operation since 2002. New standards that incorporated the revisions to government's Planning Policy Guidance were published on the council website in April 2011. These are in line with the NPPF (2012) as described in Section 4, paragraph 39. These standards are reproduced here as Appendix C. In the revision of these standards most thresholds for their application have been removed. In town centre and local shopping centre locations, car parking requirements for individual developments will be judged against the overall level of publicly available car parking space in the locality.

It is evident that car parking is intimately related to both transport assessments and travel plans. Over-provision of car parking is likely to undermine attempts to promote sustainable travel; where this [sustainable travel] has been relied upon for the prediction of development traffic in the TA it could have serious consequences for the local highway network.

The positioning of parking provision is probably as important as the quantity. The issue of parking design is addressed in the documents *Better Places to Live* and *Better Places to Work in South Yorkshire*. These documents explain the rationale behind the designs and have been agreed by all the South Yorkshire local authorities.

**7.2** Residential parking standards have been the subject of considerable debate and research. There have been arguments for a reduction in parking provision where development is close to a public transport hub. However, research conducted in the West Midlands showed no relationship between car ownership levels and proximity to a major public transport facility or town centre for a given size of dwelling. On the basis of this evidence, applications for low or no parking provision will be subject to a greater level of scrutiny and require a high level of justification.

To be acceptable the development would have to be:

- Highly accessible by public transport
- Have good access to local facilities by walking and cycling (e.g. schools, shops, health facilities, workplaces and leisure opportunities)
- Within a controlled parking zone
- Provide access to car club cars (or other such measures)

The table below outlines the process of calculating the amount of parking that must be provided in a residential development.

Order	Operation	Comment
1	Calculate the minimum parking requirement	Refer to Council standards
2	Adjust according to local circumstances	Look at location factors

3	Adjust to take account of garages provided	Justify figure based on likely use*
4	Calculate unallocated parking requirement	
5	Calculate disabled parking provision	Must conform with standards
6	Calculate cycle parking provision	Refer to Council standards
7	Calculate operational parking requirements	Include provision for visitor parking
8	Agree provision with Highways DC	It is important that an agreed figure is used as input to the TA/TP

- Research in the West Midlands indicate only 40% of people with access to a garage use it for parking

With respect to residential developments the Council expects developers to conform to the minimum standards defined in Appendix C. several other conditions apply specifically to residential development:

- The minimum length of a parking bay between the highway boundary and a garage door to be 6 metres.
- Visitor parking on shared surface streets within new housing estates will be required in addition to curtilage parking at the ratio of 1 space per 4 dwellings.
- Where the size of the development warrants a large number of visitor parking bays, accessible parking bays will be provided following agreement with Highways DC.

Whilst the provision of car parking is unlikely to promote sustainable modes of transport, the reduced likelihood of on street/pavement parking is greatly reduced, leading to a better environment for walking and cycling.

**7.3** In town centre and local shopping centre locations, car parking requirements for individual developments will be judged against the level of overall publicly available car parking space in the locality.

Rotherham town centre has a number of public car parks, both long and short stay and as such it may not be necessary to provide additional parking as part of the development. In the other town and suburban centres in the borough, the parking supply is variable and consideration will be given to local conditions when parking requirements are agreed for developments. Where development is proposed in town or local shopping centre locations sustainable access will be a consideration in the process of agreeing car park provision.

**7.4** Vehicle parking standards for land use classes other than residential are also laid out in Appendix C. It should be noted that these are maximum standards which represent the highest level of parking provision that will be allowed for each use class. Since the Council wishes to encourage sustainable development these levels of parking provision should not be seen as obligatory, however a low level of parking provision that may lead to off-site parking will be challenged and the

proposals cross-referenced against the data provided in the transport assessment, as well as the assumptions made in the Travel Plan.

The standards are based on those which were published as part of PPG13 and modified to make them simpler to use in practice without encouraging attempts to bring in buildings marginally below the threshold values.

**7.5** The required level of parking provision for people with impaired mobility is set out in the council's parking standards. Parking bays for disabled people should be located at the closest suitable point to an accessible entrance to the facility. In any instance the bays should be no more than 50 metres from an accessible entrance (which is considered the maximum distance for people with walking difficulties). As above, where parking facilities are not possible on site consideration should be given to providing an entrance that is accessible from within 50 metres of a blue badge bay off site. Alternatively a drop off point should be considered where it is on level ground and close to an accessible entrance. In multi-storey car parks the parking provision for disabled people should on the same level as the pedestrian access point to the facility, or where this is not possible a lift should be provided nearby that is suitable for wheelchair users.

Steep gradients often present challenges for designing access arrangements, and this is particularly so in parts of Rotherham. As far as possible the route from the bay to the entrance should be level. Where this is not possible a ramp should be installed to enable the lowest practical gradient. BS8300 provides details on the limits to the length, height and gradient of different options for ramps. Dropped kerbs with tactile paving should be provided at any crossing points on the way to the entrance to the facility. Where footways are level with the carriageway there should also be tactile paving provided to demarcate them.

Signs should be provided to direct drivers to the designated bays. Where the route to the entrance is not immediately obvious signing should also be provided accordingly.

It is essential that parking bays are of an appropriate size to enable people to operate wheelchair lifts or other equipment from the side or the rear of the vehicle. The required dimensions for are provided in BS 8300. Bays should be marked clearly with a wheelchair symbol and if the car park is not under cover a raised sign should be placed at the head of the bay as surface markings may be obscured by snow fall or leaf litter.

**7.6** Parking for Cycles should be provided in line with council standards, developers will be expected to demonstrate that excellent cycle parking facilities are to be provided. In designing cycle parking the following should be considered:

- Is it overseen and close to a building's entrance? Being visible to passers by increases the level of security of the parking.
- Is the parking provision distributed correctly? Although a centralised location may be suitable for some sites, distributed parking may be more appropriate for large sites with several entrances.

- Is the parking easy to locate? Clear signage, both directional to the site and on the site of the parking itself, will enable the cycle parking to be found easily.
- Does the site feel secure to use? Good levels of lighting will encourage use at different times of day and CCTV cameras maybe appropriate in some locations, especially when parking is in long term use.
- The type of parking provision should be appropriate to its function. Ideally short stay provision should be in the form of Sheffield stands covered by some form of canopy. Long stay provision may take the form of secure lockers or a secure covered cage. In all cases parking that only allows part of the bike to be secured should be avoided
- Cycle parking should be incorporated into the design from the start, rather than added on as an afterthought.

The current cycle parking standards will be applied to all new developments, however some discretion will be applied to avoid over or under supply where the nature of the development warrants it.

**7.7** Powered two-wheeler (motorcycle and scooter) parking should be provided in all developments to encourage the use of smaller vehicles which reduce congestion on the roads. Many PTWs also produce lower levels of harmful exhaust emissions than cars.

The type and location of parking for PTWs has not been the subject of council guidance in the past, however this document provides advice to developers on what the council considers to be best practice.

Motorcyclists enjoy the accessibility that their motorcycles can provide. The size and manoeuvrability of a motorcycle often allows the rider to park closer to their final destination than would otherwise have been possible with a private car. This is an important factor that needs to be taken into account when planning motorcycle parking. Well designed motorcycle parking bays located away from riders' typical destinations will not be used if a rider can find somewhere else to park that provides better accessibility.

Given that motorcycles are prone to theft, riders are more confident parking in locations that are overlooked, e.g. at the front of buildings next to a busy entrance. The greater the number of motorcycles parked, the greater the turn over of spaces and riders returning to their motorcycle providing casual surveillance for other riders.

Motorcycles, scooters and mopeds can vary considerably in size. The larger the motorcycle, the larger the footprint and demand for parking space. An individual parking bay, large enough to accommodate even the largest motorcycles should ideally measure 2.8 x 1.3 metres. These dimensions should be used when individual parking bays are being marked out within a site.

Where demand for motorcycle parking is high, it is recommended that the site is marked out, but individual bays are not. This allows space to be used more efficiently, each motorcycle, whatever its size, occupies a space no more than is

absolutely necessary. Ideally, motorcycle parks should have dedicated closed circuit television. Similarly, motorcycle parks should have dedicated security lighting. This can help reduce theft and provide the rider with greater personal security. Where this is not feasible, motorcycle parks should be located in well lit areas. Motorcycle parks are also generally more secure in locations where people frequently pass by providing casual surveillance. Wherever possible, motorcycle parking bays should also be covered.

The risk of theft can most effectively be reduced through the provision of anchor points. Anchor points provide the rider with something robust for them to chain their motorcycle to. Anchor points can be either upright or at ground level. A ground level anchor point is positioned either below, or level with, the hard-standing surface often concealed by a hinged steel plate. The plate is raised by the user, allowing the loop to be lifted up and the rider's own lock to be passed through. When deciding the design of a ground level anchor point, consideration should be given to whether they may present a tripping hazard especially if damaged or left upright by a rider. Ground level anchor points are more complicated in their design - as a result they are more prone to failure.

Upright anchor points consist of a horizontal bar placed about 30-60 cm above ground level. For on-street parking this would be parallel to the kerb, in off-street locations this could be either attached to a wall or free standing. Freestanding bars can present a trip hazard, though this can be overcome if provided as an integral part of pedestrian railings or similar.

The number and type of PTW parking spaces should be agreed with officers at an early stage. If PTW use forms part of the travel plan, the target levels should inform the volume of parking provision.

# APPENDICES

# APPENDIX A: Transport Assessments



This appendix has been extracted in full and is unmodified from DCLG/DfT Guidance on Transport Assessment (March 2007), it should be read in conjunction with that document. As pointed out in the first paragraph below, the thresholds should not be read as absolutes.

## Indicative thresholds for transport assessments

These thresholds are for guidance purposes and should not be read as absolutes. Local authorities may interpret them in light of their own circumstances. There are several qualitative factors that need to be taken into account and that are not captured by this document. There will also be site-specific issues that assessments will need to cover.

In some circumstances, a TA may be appropriate for a smaller development than suggested by the thresholds. In others, a TS may be appropriate for a larger development than suggested by the thresholds. Early pre-application discussions between a developer and the relevant authorities are strongly recommended. In these, it is important for highway authorities to combine the appropriate quantitative and qualitative thresholds in deciding the level of assessment that may be required.

Thresholds based on size or scale of land use						
	Land use	Use/description of development	Size	No assessment	TS	TA/TP
1	Food retail (A1)	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	<250 sq. m	>250 <800 sq. m	>800 sq. m
2	Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	<800 sq. m	>800 <1500 sq. m	>1500 sq. m
3	A2 Financial and professional services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	GFA	<1000 sq. m	>1000 <2500 sq. m	>2500 sq. m
4	A3 Restaurants and cafés	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	<300 sq. m	>300 <2500 sq. m	>2500 sq. m
5	A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment.	GFA	<300 sq. m	>300 <600 sq. m	>600 sq. m
6	A5 Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250 sq. m	>250 <500 sq. m	>500 sq. m
7	B1 Business	(a) Offices other than in use within Class A2 (financial and professional services) (b) research and development – laboratories, studios (c) light industry	GFA	<1500 sq. m	>1500 <2500sq. m	>2,500 sq. m

Thresholds based on size or scale of land use (continued)						
	Land use	Use/description of development	Size	No assessment	TS	TA/TP
8	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.	GFA	<2500 sq. m	>2500 <4000 sq. m	>4000 sq. m
9	B8 Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	<3000 sq. m	>3000 <5000 sq. m	>5000 sq. m
10	C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
11	C2 Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	<30 beds	>30 <50 beds	>50 beds
12	C2 Residential institutions – residential education	Boarding schools and training centres.	Student	<50 students	>50 <150 students	>150 students
13	C2 Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Resident	<250 residents	>250 <400 residents	>400 residents
14	C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwelling unit	<50 units	>50 <80 units	>80 units
15	D1 Non-residential Institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 sq. m	>500 <1000 sq. m	>1000 sq. m
16	D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 sq. m	>500 <1500 sq. m	>1500 sq. m
17	Others	For example: stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	TBD	Discuss with appropriate highway authority	Discuss with appropriate highway authority	Discuss with appropriate highway authority

<b>Thresholds based on other considerations</b>				
	<b>Other considerations</b>	<b>TS</b>	<b>TA</b>	<b>TA/TP</b>
1	Any development that is not in conformity with the adopted development plan.			✓
2	Any development generating 30 or more two-way vehicle movements in any hour.		✓	
3	Any development generating 100 or more two-way vehicle movements per day.		✓	
4	Any development proposing 100 or more parking spaces.		✓	
5	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people.			✓
6	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.		✓	
7	Any development proposed in a location where the local transport infrastructure is inadequate. – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions.		✓	
8	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).		✓	

# Appendix B: Travel Plans

# Checklist for the Preparation of a Travel Plan

**Revised July 2007**

**Transportation Unit,  
Planning & Transportation Service,  
Rotherham Metropolitan Borough Council,  
Riverside House,  
Rotherham  
S60 1AE**

## 1. Introduction

This checklist outlines the basic elements of a Travel Plan that will satisfy the requirements of planning conditions made by the Council. Generally a Travel Plan is required only where the size of development is considered likely to have a significant traffic impact. Rotherham is committed to sustainable development within the Borough and has taken care to make Travel Plan conditions only where this is reasonable and likely to help in the implementation of the objectives of the Local Transport Plan. Through a process of consultation with neighbouring authorities and taking account of the Department for Transport's best practice guide, we have assembled the following checklist of the main elements of a Travel Plan. The guidance is aimed at anyone in charge of travel plan preparation, additional help is available through the Transportation Unit.

## 2. Considerations

The formulation of a travel plan needs to be site specific, whilst the checklist below covers the main considerations in developing a plan, innovative measures are always welcomed. Please feel free to copy this checklist to assist in the preparation of your Travel Plan.

### 2.1 BEFORE YOU START

#### Scope & Format

- Has the scope of the plan been identified? e.g. One Travel Plan covering multiple sites/organisations, Travel Plan for a single organisation, multiple travel plans for one large organisation
- Has the format of the TP document been considered? It is important that it is clear and useful to include a contents page, an executive summary, clearly titled chapters and appendices containing detailed information. It should also include the date produced, name of the author and where further copies can be obtained and have a title.
- Is the type of your document appropriate to its intended audience? A formal and comprehensive report is suitable for the Local Authority and management but you may wish to produce an illustrative brochure for your site users e.g. your staff, visitors and customers.

### 2.2 INTRODUCTION / SCENE-SETTING

#### Background to the Site / Organisation/s

- A site audit will gather all the relevant information including descriptions/maps of; geographical location, physical characteristics of site, existing infrastructure, site accessibility, number of car parking spaces, location of bus/rail/tram stops, organisational history, organisation structure, number of staff/visitors/customers (total, maximum on site at any one time), nature of operations included including hours, shift patterns, annual shutdowns/holidays?

## 2.3 TRAVEL POLICY & OBJECTIVES

### **Policy (the “Employer/Organisational Survey” will help with this)**

- Has a clear policy on Travel and Transport been formulated?
- Does the Travel Plan refer to current best practice in Travel Plan development? Including national and local policy guidance. If undertaken have findings from transport/environmental assessments been considered?

### **Objectives**

- Are the objectives of the Travel Plan identified and clearly stated? e.g. to address organisational issue (i.e. to assist in recruitment, improve site access), to address a specific local transport issue, to improve relations with neighbours, to meet a national responsibility, to address local or global environmental concerns, to satisfy a planning requirement, to contribute to gaining company accreditation e.g. environmental management systems (EMAS ISO 140001), Investors in People
- Does the plan consider all aspects of travel: i.e. commuter, business, fleet, supply, visitors, customers?

## 2.4 ROLES & RESPONSIBILITIES

### **Management Support**

- If the company/organisation has a parent, does the head office support the travel plan, are there opportunities to implement measures developed at other sites?
- Is there a signed statement included from the Managing Director or equivalent?
- Is there a clear commitment from senior management across different departments e.g. integration of the process into existing management procedures and personal participation

### **Travel Plan Delivery**

- Have the processes of implementation been identified and described? e.g. set up a steering group, designate a co-ordinator, identify reporting procedures, specify time-scales and responsibilities for delivery assigned?
- Is there widespread support for implementation, the Travel Plan should not be reliant upon one person but involve staff members, union representatives, key decision-makers and management.
- Have resources been estimated and identified? e.g. a proportion of development costs, specific amount identified, % of full time equivalent post dedicated to implementation

## 2.5 TRAVEL PLAN TARGETS

### **Targets**

- Does the plan contain clearly specified targets that are measurable, realistic and time-bound?
- Are targets based on modal shift and compatible with targets set out in the South Yorkshire Local Transport Plan i.e. car use to new developments to be

no more than 60%. Additional targets can be specified following the establishment of travel patterns or be related to specific measures.

## 2.6 TRAVEL PLAN INITIATIVES AND MEASURES

### Travel Plan Measures

- Does the plan include measures related to the following: walking, cycling, motorcycling, all forms of public transport, employer provided transport (works buses), taxis, car sharing, car use (parking, mileage rates, company car policies/user status) and measures reducing the need to travel (tele-working/home-working, greater use of ICT, on site facilities)?
- If particular measures are not addressed, has this been justified?

## 2.7 MANAGING THE TRAVEL PLAN

### Monitoring/survey details (Minimum standards set out in “Guidance Notes for Monitoring & Validation [RMBC 2007]”)

- Does the plan include a description of monitoring/survey methodology? e.g. travel surveys including sample size, frequency and collation of responses, plus other methods such as monitoring usage of facilities, take up of incentives, feedback from staff i.e. user discussion groups, travel diaries. Examples of the type of survey required with the mandatory questions are available from the Transportation Unit.
- Analysis of results, have they been validated / weighted in any way, what degree of confidence is there in the results, what was the sample size?
- Evaluation, how will results be used? e.g. baselines identified, future trends forecast, to inform future travel plan development, evaluate the effectiveness of individual measures and the plan overall.

### Review of progress

- What action will be taken if targets are not met and objectives not achieved, what improvement will take place and who will be responsible for this and over what time-scales?

### External Audit

- Will the plan meet external audits e.g. the local authority, other local organisations at conferences/seminars/presentations, customers/clients, neighbours, other bodies e.g. EMAS, ISO 14001,

## 2.8 COMMUNICATIONS – INTERNAL & EXTERNAL

### Marketing

- Does the plan outline a promotion strategy?
- How will different groups be targeted? e.g. Travel workshops, road-shows, exhibitions, competitions, incentives, rewards, newsletters, magazines, intranet/Internet, brochures, induction packs, prospectuses, local media, posters, community newsletters, industry journals



### **Information and training**

- Does the plan identify ways in which its progress will be reported to staff, management and the local authority? e.g. magazine, newsletter, emails, reports, internal memos', intranet/Internet.
- Training is a good way to ensure Travel Plan measures are both implemented and communicated.

## **2.9 WIDER BENEFITS**

### **Networks**

- Does the Travel Plan identify how it will benefit and involve the wider community? e.g. promote use of local amenities, improve local conditions, join existing groups e.g. local community, environmental or residents' groups; or support or play a lead role in the set up of a travel plan network i.e. all occupants of a site.

### **Partnerships**

- Does the plan include details of any partnerships e.g. shared car parking with neighbours, discounts with local cycle retailers, public transport operators, local taxi firms, car rental/lease firms, travel agents, joint working with other agencies i.e. the police, education/training /regeneration agencies, the health authorities etc

### **Influencing others**

- Does the plan look at the environmental credentials of the organisation's suppliers / contractors and other partners, does the travel plan share best practice and lead by example?

## **3. Further Assistance**

If you need more help with setting up a Travel Plan or help in finding additional information sources please contact:

Steve Brown (01709) 822186 or email [stephen.brown@rotherham.gov.uk](mailto:stephen.brown@rotherham.gov.uk)

# **Travel Plan Monitoring Guidance Notes and Schedules**

**Revised July 2014**

**Transportation Unit,  
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## Monitoring Guidance Notes

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These guidance notes and schedules are intended to provide clarification on the standard monitoring procedure of travel plans conditioned in support of planning applications, and should be read alongside the document “A Checklist for the Preparation of Travel Plans” (DCR08)

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## 1. MONITORING TRAVEL PLANS

### Introduction

This is the Council's monitoring scheme referred to in the planning condition, which sets out how individual organisations will be required to monitor the effectiveness of their travel plans. The travel plan will normally be specific to a particular site in the aims, objectives and targets set and the measures implemented, whilst the monitoring methodology should be consistent irrespective of the site.

### Aim of the scheme

The aim of this scheme is to ensure that monitoring data is consistent for all travel plans conditioned for new developments.

### Objectives

- That all adopted travel plans implement a robust monitoring strategy by following the prescribed monitoring regime.
- That the effectiveness of travel plans in achieving modal shift can be evaluated by monitoring.
- That travel plans achieve their aims and objectives and that this can be audited by means of monitoring.

### Benefits

The use of a standard monitoring schedule will benefit the organisation in the following ways;

- It will reduce the workload of the organisation's Travel Plan co-ordinator.
- It is simple to follow.
- The future requirements are mapped out.
- An action plan detailing the monitoring, promotional events and implementation measures will be easy to devise based on the schedule.
- It will satisfy the applied condition.

It will benefit the Council in the following ways;

- All data collected will be comparable across the Borough, providing a measure of the effectiveness of travel plans.
- It will enable the Council to comprehensively report on the effectiveness of travel plans in demand management.
- The new scheme will promote the understanding of the Council's requirements in the organisation.
- It will enable the Council to report figures in a format consistent with the other authorities in South Yorkshire.

### Review

This monitoring scheme will be reviewed from time to time to reflect government requirements and policy adopted through the South Yorkshire Local Transport Plan.

## 2. THE MONITORING SCHEME

The monitoring scheme sets out actions that need to take place regularly, and this is detailed in the accompanying schedules. This will not only ensure information is consistent; it will also allow accurate analysis and comparison.

### Monitoring schedules

In the first instance the schedule that applies is dependant on the type of development, whether it is non-residential or residential. There are four **non-residential** schedules that are identical in content. Each relates to the time of year the development will be occupied, and therefore differ in dates for monitoring and reporting. In all non-residential developments monitoring will be carried out at six monthly intervals for the first five years. At five years the travel plan will undergo a comprehensive review

There is one **residential** schedule and its implementation timescale is subject to occupancy levels and size of development – this is set out in the schedule. In the first year monitoring takes place at three months, six months and one year; thereafter it reverts to six monthly

### Portfolio of Evidence

In following the monitoring schedule a portfolio of evidence will be prepared. The portfolio of evidence will be required for submission to the local authority to be validated annually within one month of the annual or snapshot survey date, and should include the following:

#### 2.1. Evidence of data collection and feedback

- Travel survey results and analysis and supporting evidence such as sample questionnaires and a spreadsheet detailing the results including comparison to previous data where applicable.
- Any resulting increase in awareness, or examples of change to other travel modes/reducing travel. (individual testimonies/anecdotes)
- A summary of travel related comments/issues.
- Snap shot results and comparison to previous snapshots where applicable.

#### 2.2 Evidence of promotion

- Details of events, literature and how sustainable travel has been and will be promoted using branded materials – travel to work events, transport information pack, intranet etc.

#### 2.3 Evidence of implementation

- Include details of measures implemented/abandoned/proposed – photos, plans etc.
- Any other relevant information.

#### 2.4 Future Actions

- Action Plan based on data collected and analysis; detailing planned events, key dates, initiatives and measures to be implemented, whose responsibility that will be and contact details.

### 3. Guidance on collecting evidence (Non-Residential)

Standard forms are available from [transportation@rotherham.gov.uk](mailto:transportation@rotherham.gov.uk). Organisations can use a variation of these forms if appropriate but **must collect all mandatory data** as indicated on the forms. If the survey is carried out face to face, then multiple surveyors will all need to be briefed to ensure questions are all asked in the same way. It is important that surveyors do not influence the respondents' answers.

All surveys (staff, organisational and visitor) and snapshots to be carried out in core working hours **avoiding Mondays, Fridays and school holidays, lunch periods, shift changeovers.**

The survey questions that need to be asked to gather the information that must be collected for all surveys can be found on the council website at: [www.rotherham.gov.uk](http://www.rotherham.gov.uk)

#### 3.1 Full Travel Survey and audit including all site users

An agreed full travel survey should be carried out prior to, or at, occupation depending on circumstances<sup>1</sup>. The survey should be repeated after one year and then every two years (i.e. years one, three and five).

#### 3.2 Snapshot Travel survey

To be conducted at years two and four.

Snapshot surveys act as interim monitoring to ensure the travel plan is being progressed and goals attained, leading up to each review.

A comparison should be made to baseline and annual survey results.

#### 3.3 Car Park snapshot <sup>2</sup>

Car park should be surveyed over four days in a two-week period

#### 3.4 Car Share snapshot

Spaces should be surveyed on one day only.

#### 3.5 Cycle snapshot once/year

Cycle storage should be surveyed over four days in a two-week period.

#### 3.6 Administrative analysis

To be collated once a year and should include % change in business mileage, % of employees working from home, the availability and take up of teleconferencing plus analysis of the outcomes.

#### 3.7 Travel related issues

To be recorded throughout the year and collated once a year

#### Who does the monitoring?

The monitoring is to be carried out by a senior member of staff<sup>3</sup>, a suitably qualified transport consultant or the designated workplace travel plan co-ordinator

<sup>1</sup> Surveys should be carried out at the following times: Existing occupants – as early as possible to inform the travel plan; Relocating occupants – at least two months prior to relocation. Ask staff how they currently travel to work, and how they think they will be travelling. At this point staff should be made aware of the travel plan and travel options. New occupants – travel plan and options will need to be explained at interview stage. All new recruits should be surveyed on travel arrangements prior to employment. A full travel plan survey will then take place no later than one month after occupation.

<sup>2</sup> All snapshots should take place once a year

<sup>3</sup> A senior member of staff should be one that has responsibility for a group of staff, a senior personnel/HR officer or a representative from an environmental department, or estates / facilities manager.

## 4. Guidance on collecting evidence (Residential)

For all surveys and counts **avoid Mondays, Fridays and school holidays**

The residential schedule reflects the fact that, for many developments, completion and occupation are staggered and also the different nature of residential travel plans, as targeted journeys will be not only for work but also for leisure and other purposes.

### 4.1 Full Travel Survey

To be carried out at the time set within the schedule (which is dependant on the number of units and the level of occupation). A standard survey can be found at: [www.rotherham.gov.uk/graphics/Environment/Transport/Travel+Plans/](http://www.rotherham.gov.uk/graphics/Environment/Transport/Travel+Plans/)

### 4.2 Trip Generation

Count to be conducted during one morning peak hour<sup>4</sup> over a two-day period within one week at key access points, only counting those exiting the site

The length of the counts depends on the number of site access roads<sup>5</sup>. Automatic counters do not account for vehicles with multiple occupants, and their use will be subject to discussion between Rotherham Metropolitan Borough Council and the organisation responsible for monitoring the travel plan (please see who section for further details)

### 4.3 Car club and Car (Lift) Share update

Conducted on one day, you will need to contact the car club operator and car share database administrator to obtain the relevant information – numbers signed up, and for car sharing any potential/actual matches.

### 4.4 Cycle/pedestrian count

Similar to trip generation but only count cyclists and pedestrians.

Counts should where possible take place at the same time as the trip generation counts, if this is not possible the trip generation guidelines still apply.

### 4.5 Site overview (one day)

Conducted on one day – general assessment of the parking situation, footpaths, overhanging vegetation, street lighting etc

### 4.6 Promotion

Collate promotion materials used to highlight travel plan measures once per year

### 4.7 Implementation

Collate details of plan measures implemented and evaluate effectiveness and updated action plan once per year

## Who does the monitoring?

The monitoring will be carried out by one of the following; a senior member of the management company or developer, an approved transport consultant, the designated travel plan co-ordinator, estates and / or facilities

<sup>4</sup> Count times should be one of the following and should be the same for each count

7.30am – 8.30am or 7.45 am-8.45am

<sup>5</sup>Count length per access road

1 Access road – count for 1 hour

2 Access roads – count each for half an hour

3 Access roads – count each for twenty minutes

## 5. Validation

It is important that all the collated information is validated so that the local authority can approve the monitoring process. Validation will ensure that the information collected is accurate, credible and consistent.

*Failure to collate and validate the information will constitute a breach of the planning condition and be subject to enforcement action.*

There are two validation options available for organisations:

### 5.1 Option 1

Employ a suitably qualified consultant (other than the monitoring consultant) to check and validate the collated documents. Once validated, the documents are forwarded to the Transportation Unit for approval.

### 5.1 Option 2

Submit the collated documents to the Transportation Unit for validation and approval. There will be a charge for this service. If this option is selected, the cost is subject to the size and type of development.

All the requested information detailed in the monitoring schedule will be subject to a standard checklist. Each item will be checked by the approved consultant/ Transportation Unit. Omissions should be noted and accompanied by a justification for non-submission.

The Department for Transport's Smarter Choices research found that travel plans have the potential to achieve a modal shift of between 10 – 30%. In order to monitor the modal shift, targets are set in the Travel Plan at the development stage, based upon the initial survey findings. The subsequent travel surveys and traffic counts will be used to monitor how successful an organisation has been in achieving these targets. Following on from monitoring results, the targets will be reviewed and, if necessary, amended.

It is expected that the findings from the travel survey and traffic counts should fall within a narrow (no more than  $\pm 2\%$ ) range of the agreed targets. This range will be subject to the measures implemented; the nature of the business; and other external factors, such as bus service alterations, industrial action and adverse weather conditions.

If results fall below the target and the agreed range, then discussions will be held with the Council's Transportation Unit to examine the discrepancy and seek justification. In addition to this, if it is found that there are gaps in the information/evidence, an explanation will be required and an action plan will need to be developed showing how the data will be collected along with key dates.

Without prior notice the Council may carry out random checks to determine the accuracy of validation data provided.



### 5.3 Travel Plan Validation Checklist

The following items will need to be included in the portfolio of evidence

Non-Residential	Residential
<b>5.31 DATA COLLECTION</b>	
Full Survey results Modal split Sample Response rate Updated targets Survey form	Full Survey results Modal split Sample Response rate Updated targets Survey form
Snapshot results Car Parking Cycle Parking Car Sharing Snapshot survey	Trip Generation count results, full and interim
	Car Club and car (lift) share numbers
	Personalised Travel Planning update
	Site overview statement
Anecdotal evidence of change/increase in awareness	If applicable results of either household survey/sample travel diaries/travelsmart results
Summary of travel issues/comments plus steps taken to address.	Take up of discounted travel passes, if applicable.
<b>5.32 PROMOTION</b>	
Enclose promotional literature and materials promoting Walking, Cycling, Public Transport, Car Sharing, Flexible Working, reducing the need to travel, travel events, induction pack, sample intranet pages, future promotional ideas, travel correspondence, press coverage, travel related competitions	Enclose promotional literature and materials promoting Walking, Cycling, Public Transport, Car Sharing, home deliveries, travel events, welcome travel pack, future promotional ideas, travel correspondence, press coverage, travel related competitions
<b>5.33 EVIDENCE OF IMPLEMENTATION</b>	
Detail of measures implemented/abandoned/proposed – photos, plans	Detail of measures implemented/abandoned/proposed – photos, plans
Any other relevant information	Any other relevant information
<b>5.34 FUTURE MEASURES</b>	
Updated action plan	Updated action plan

# Travel Plans: Example Survey Documents

**Transportation Unit,  
Planning & Transportation Service,  
Rotherham Metropolitan Borough Council,  
Riverside House,  
Rotherham  
S60 1AE**

## Introduction

The following documents have been developed as a result of discussions between the four local authorities in South Yorkshire (Barnsley MBC, Doncaster MBC, Rotherham MBC and Sheffield CC) to illustrate the minimum requirements for survey information to be used in a travel plan.

The workforce surveys have been developed with a number of factors in mind. The main consideration was the ease with which the survey could be filled in by a wide range of personnel. Many traditional travel plan surveys have been overly long, with conditional or open questions. The Council takes the view that traditional surveys discriminate against those who are educationally challenged or have difficulty with reading. These surveys are formulated in a way that asks a small number of simple questions that are mostly answerable with a simple tick or a number. The length of the survey has been kept to a minimum to reduce the time/cost implications for the business.

The Employer/Organisational Survey is designed to capture the policies and information that an organisation already has that are pertinent to and may form the basis for the travel plan. Employers will almost certainly hold information on a variety of different travel-related processes such as mileage claims and home postal codes of employees. Concerns over demonstrating that the company is environmentally aware should be a prime driver for development of a travel plan. A comprehensive travel plan is essential for business efficiency and would form part of a portfolio of evidence for environmental accreditation (e.g. ISO 14001, EMAS).

## When to carry out a survey

The first survey should be carried out prior to or at occupation depending on circumstance. For full details see "Guidance Notes for Monitoring & Evaluation" Section 3.

## How to carry out a survey

Whilst it is not the intention of this document to dictate how an organisation surveys its workforce, there are a number of factors that should be borne in mind.

Rewards, in the form of a small prize have been shown to increase participation in a travel to work survey. This increases the response rate and makes the sample size more representative of the workforce as a whole.

Some companies prefer to get an outside body to carry out the survey. In very large organisations this may provide cost/time savings and a ready made report that can be validated and used as the basis for determining actions in the travel plan. Smaller companies may find it easier and cheaper to carry out the survey through their personnel function.

There are a number of factors to bear in mind when designing a survey method. An online survey may be attractive in terms of data capture/handling, but would not be appropriate unless all staff had access to a computer linked to an intranet or the

internet. Sometimes a mixture of online/paper surveys is appropriate and at others an all paper survey works best.

Between full surveys it may be appropriate to carry out snapshot surveys, both across the workforce and of specific aspects of the travel plan (e.g. cycle parking usage. See “Guidance Notes for Monitoring & Evaluation”).

### **What to do with the results**

The council has developed a spreadsheet that will capture all of the relevant data for the travel plan. The survey results should be entered into this either electronically or by hand. If the data is entered electronically the spreadsheet will work out the relevant statistics automatically and show year on year trends.

The results should then be validated and submitted to the Council’s Transportation Unit for discussion with regard to future actions in the travel plan.

### **Other resources**

If an organisation not wish to use these survey forms there are a number of other methods available:

- Design your own – this may be appropriate if there are other questions you wish to ask your workforce, however the basic questions in the Council survey must be asked.
- Get help from Travel South Yorkshire [www.TravelSouthYorkshire.com](http://www.TravelSouthYorkshire.com) who can be contacted by telephone on **0114 2211444**. They have considerable experience in surveys for travel plans and can also provide public transport information.
- Employ consultants – often a high cost solution but likely to be able to offer cost savings in a larger organisation, where they may already be providing expertise in other areas. Also will be able to offer detailed interpretation in the context of the travel plan.

### **Use of Survey Documents**

The council allows the use of these documents for appropriate purposes within the boundary of the Metropolitan Borough of Rotherham. The documents should not be used outside this area without appropriate acknowledgement of the South Yorkshire Travel Plan Officers Group as their originator.

### **Further Information**

For additional information please contact:

Steve Brown tel. 01709 822186

[Stephen.brown@rotherham.gov.uk](mailto:Stephen.brown@rotherham.gov.uk)



## Workplace Travel Plan Survey

Q1 - What is your full home postcode? \_\_\_\_\_

Q2 – How far in miles do you travel to work? \_\_\_\_\_ miles

Q3 - How long does it normally take you to do this journey? \_\_\_\_\_ hrs \_\_\_\_\_ mins

Q4 - Do you work early or late shifts?  Early  Late

*(Early shift – starting at 6am or before; Late shift – starting at 6pm or after)*

Q5 - How do you travel from home to work?

	To work	From work
Car	<input type="checkbox"/>	<input type="checkbox"/>
Carshare	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>
Park and Ride	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Q6 - How do you travel if your first choice is not available?

	To work	From work
Car	<input type="checkbox"/>	<input type="checkbox"/>
Carshare	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>
Park and Ride	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>



## Snapshot Survey

Q1 - What is your full home postcode? \_\_\_\_\_

Q2 - How did you travel in to work today?

	To work	From work
Car	<input type="checkbox"/>	<input type="checkbox"/>
Carshare	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>
Park and Ride	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Q3 - If you drive on your own would you consider choosing another form of transport to travel in to work?

	To work	From work
Car	<input type="checkbox"/>	<input type="checkbox"/>
Carshare	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>
Park and Ride	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Q4 - Are you aware of the travel plan and how it could benefit you?

Yes       No



## Employer/Organisational Survey

Please complete the following questionnaire for your specified site and return to:

Organisation Name \_\_\_\_\_

Site Address (incl. postcode) \_\_\_\_\_

Questionnaire completed by \_\_\_\_\_

Name \_\_\_\_\_ Job title \_\_\_\_\_

Email \_\_\_\_\_ Tel No. \_\_\_\_\_

### Staffing

Q1 – Number of employees: Full time \_\_\_\_\_ Part time \_\_\_\_\_

Q2 - What are the shift/working patterns and how many work each particular shift/pattern?

Q3 - % of employees who have access to the internet/pc \_\_\_\_\_

Q4 - Please attach all staff home postcodes.

Q5 - What percentage of the workforce fit into the following three categories in terms of travel for work purposes?

Essential users  % Regular  % Occasional  %

Q6 - Are pool cars/vehicles provided? If yes how many of each, and how are they allocated?

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### Visitors

Q7 - Approx number of visitors/customers/patients per week. (Please see separate visitor survey) \_\_\_\_\_

### Policy

Q8 - What is the organisation's environmental policy?

No such policy exists

The policy is attached

Q9 - What is the organisation's business travel policy – mileage rates for each mode, distances etc?

No such policy exists

The policy is attached

Q10 - What is the organisation's fleet/driving policy – vehicle replacement, driver training, use of taxis?

No such policy exists

The policy is attached

Q11 - What is the organisation's policy on flexible working (flexi time, compressed working, home working)?

No such policy exists

The policy is attached

Q12 - What is the organisation's car park management strategy (permits, charging, preferential spaces, rota)?

No such policy exists

The policy is attached

Q13 - What is the organisation's policy on deliveries and suppliers in terms of transport?

No such policy exists

The policy is attached

Q14 - What is the organisation's policy on visitors in terms of travel (designated spaces, how to get here information)?

No such policy exists

The policy is attached

### Facilities

Q15 - What facilities do the organisation currently provide (please tick and detail where appropriate)?

Cycle storage facilities

Changing facilities

Car Parking spaces

Guaranteed spaces for car sharers

Emergency ride home scheme

Other travel related please list

Crèche

Canteen/other food facility

Internet policy

Teleconferencing facilities

Q16 - Detail the location of the nearest public transport stops and routes – rail, tram, bus.

Q17 - How is the site accessed if arriving on foot or by bike? Are there shared entrances and/or segregated entrances (for different modes of travel)?

Q18 - Does the organisation have plans to develop land in the future? Please detail.

Q19 - How will/are the transport measures be delivered? Who will be responsible?

Q20 - How many parking spaces are there specifically for your organisation at this site?

Car employees \_\_\_\_\_ Car visitor \_\_\_\_\_ Car disabled \_\_\_\_\_

Motorcycle \_\_\_\_\_ Bicycle \_\_\_\_\_ Delivery bays \_\_\_\_\_



# Appendix C: Vehicle Parking Standards



**Environment &  
Development Services**

## **PARKING STANDARDS**

<b>Maximum Parking Standards</b>		
<b>Use</b>	<b>Threshold</b>	<b>Gross floorspace unless otherwise stated</b>
<b>A1</b> Food Retail	None	1 space per 14 sq m Plus accessible parking – see below
Non-Food Retail	None	1 space per 25 sq m Plus accessible parking – see below
<b>A2</b> Offices	None	1 space per 35 sq m Plus accessible parking – see below
<b>A3</b> Restaurants and cafes	None	1 space per 3 sq m (n.f.s.) of public area or 1 space per 3 seats Plus accessible parking – see below
<b>A4</b> Drinking establishments	None	1 space per 3 sq m (n.f.s.) of public area or 1 space per 3 seats Plus accessible parking – see below
<b>A5</b> Takeaways	None	1 space per resident staff + 1 per 2 non resident staff
<b>B1</b> Business/ Offices  Light industry	None	1 space per 30 sq m Plus accessible parking – see below  1 space per 50 sq m Plus accessible parking – see below
<b>B2</b>	None	1 space per 50 sq m Plus accessible parking – see below
<b>B8</b>	None	1 space per 200 sq m Plus accessible parking – see below
<b>C1</b> Hotels	None	1 space per bedroom  + public drinking/dining areas same as A3  Plus accessible parking – see below
<b>C2</b> Residential Institutions	None	1 space per 2 staff  + 1 space per 3 visitors  Plus accessible parking – see below
<b>C3</b> Dwellings  <b>Minimum Standards</b>	1 or 2 bedrooms  3 or 4 bedrooms  Flats	1 parking space per dwelling .  2 No. parking spaces per dwelling .  1 parking space per flat plus 50% allocated for visitors.

		<p>The minimum internal floor area for a garage or car port to qualify as a parking space is 6.5m x 3m.</p> <p>Whilst the above are minimum requirements, consideration will be given to accepting fewer parking spaces if it can be demonstrated that the site is in the vicinity of good public transport links, public car parking, safe and convenient on street parking etc.</p>
<b>D1</b> Non Residential Institutions	None	<p>1 space per 2 staff + 1 space per 15 students Plus accessible parking – see below</p>
<b>D2</b> Assembly and Leisure  Cinemas and Conference Centres	None	<p>1 space per 22 sq m Plus accessible parking – see below</p> <p>1 space per 5 seats Plus accessible parking – see below</p>
Stadia	None	<p>1 space per 15 seats Plus accessible parking – see below</p>
Doctors, Dentists, Vets, etc.	None	<p>1 parking space per patient consulting</p> <p>1 parking space per patient waiting</p> <p>2 parking spaces per consulting room</p> <p>Plus accessible parking – see below</p>

**NB**

- Accessible parking bays are required in addition to the above as follows:

Employees and visitors to business premises – Individual bays for each disabled employee plus 2 bays or 5% of total capacity (whichever greater.)

Shopping, recreation and leisure – 3 bays or 6% of total capacity (whichever greater).

Non residential institutions ,medical premises – 3 bays or 6% of total capacity (whichever greater)

Stadia – 1 bay per 300 seats.
- A Travel Plan will be required whenever a Transportation Assessment (TA) is required, also in association with developments which involve the employment of more than 25 people or more than 50 visitors per day.
- Parking bays to be 5 metres x 2.5 metres with a manoeuvring aisle of minimum width 6 metres unless echelon parking is proposed. Accessible parking bays should be a minimum of 3.6 metres wide or 2.4 metres wide with a 1.2 metres wide access/transfer area on at least one side of each parking space and at the same level as the space (or 6.6 metres long and at least 2.4 metres wide if in line spaces are provided).

4. The minimum length of a parking bay between the highway boundary and a garage door to be 6 metres.
5. Visitor parking on shared surface streets within new housing estates will be required in addition to curtilage parking on the ratio of 1 space per 4 dwellings..
6. For Stadia, sufficient coach parking / manoeuvring space will be required within the site for the maximum number of vehicles likely to serve the development at any one time.
7. In town centre and local shopping centre locations, car parking requirements for individual developments will be judged against the level of overall publicly available car parking space in the locality.
8. The above are **maximum** standards apart from C3 residential and accessible parking which are **minimum** standards .
9. Employee and student numbers refer to full time equivalents.
10. Long term and short term cycle parking should be provided in accordance with the Council's "Cycle Parking Guidelines for New Developments". All cycle parking should be within 30 metres of the entrance to the building and should be sited where they are under continuous observation while in use.

# Appendix D: Cycle Parking Standards

Reproduced from the Rotherham Cycling Strategy

### Appendix A : Cycle Parking Guidelines for New Developments

<b>A1 SHOPS</b>	<b>SHORT STAY</b>	<b>LONG STAY</b>
Food / non food up to 200 sq.m gfs	1 SS	1 LS
Food / non food 200-750 sq.m gfs	2 SS	1 LS
Non food above 750 sq.m gfs	1:500 gfs	1:500 gfs
Food 750-2000 sq.m gfs	1:500 gfs	1:500 gfs
Food 2000+ sq.m gfs	1:500 gfs	1:500 gfs
<b>A2 OFFICES</b>		
Offices	1:200 gfs	1:20 staff
<b>A3 FOOD &amp; DRINK</b>		
Public houses	1:200 gfs	1:20 staff
Restaurants	1:200 gfs	1:20 staff
Hot food take aways	1:200 gfs	1 LS
<b>B1 BUSINESSES</b>		
Offices	As A2	As A2
Light industry	As A2	As A2
<b>B2 GENERAL INDUSTRY</b>		
General industry	1:1000 gfs	1:20 Staff
<b>B8 STORAGE AND DISTRIBUTION</b>		
Storage and distribution	1:1000 gfs	1:20 staff
<b>C1 HOTELS</b>		
Hotels	1:15 beds	1:15 beds
<b>C2 RESIDENTIAL INSTITUTIONS</b>		
Residential homes	1:20 residents	1:20 staff
Other institutions	1:20 residents	1:20 staff
<b>C3 DWELLINGS</b>		
Houses up to 3 bedrooms		2 per dwelling
Houses with 4 bedrooms and above		2 per dwelling
Flats	1:10 flats	1 per flat
<b>D1 NON RESIDENTIAL</b>		
Primary schools	1:100 pupils	1:20 pupils/staff
Secondary / colleges	1:100 students	1:20 students/staff
Crèche / nursery	1:50 children	1:20 staff
Clinic / health centre	1:3 CR	1:3 CR
Libraries	1:200 gfs	1:20 staff
Places of worship	1:200 gfs	1 LS
Museums and art galleries	1:200 gfs	1:20 staff
Public / exhibition halls	1:200 gfs	1:20 staff
Hospitals	1:20 beds	1:20 staff
		<i>Continued</i>

<b>D2 ASSEMBLY &amp; LEISURE</b>		
Cinemas / concert halls / theatre	1:80 seats	1:20 staff
Bingo halls and casinos	1:80 seats	1:20 staff
Disco's and dance halls	On merit	1:20 staff
Bowling alleys	1:200 gfs	1:20 staff
Indoor sports hall	1:200 gfs	1:20 staff
Swimming pools and ice rinks	1:200 gfs	1:20 staff
Sports ground and stadia	1:200 seats	1:20 staff
Health clubs	1:200 gfs	1:20 staff

**KEY TO ABBREVIATIONS**

1:36	1 cycle parking space provided per 36 square metres of gross floor space
LS	Long stay cycle parking space (generally covered, secure and lockable e.g. a cycle locker)
SS	Short stay cycle parking space (generally uncovered, lockable with own lock and within surveillance of passers by / staff)
1:8 staff	1 cycle parking space per 8 staff employed / using the building
1:8 seats	1 cycle parking space per 8 public seats
gfs	Gross floor space in square metres

**NOTES:**

In town and local shopping centre locations, cycle parking requirements for individual developments will be judged against the overall level of formal public cycle parking space available in the locality and in the context of wider planned provision contained in the Cycling Strategy. Where ready access to available cycle parking arrangements cannot be demonstrated individual developments will be assessed against the standards in the above table.

All developments must have at least 1 long stay cycle parking space and 1 short stay cycle parking space. Parking should normally be provided within the development (see below) but the provision of, or contribution towards, public communal parking facilities nearby is acceptable. Calculations for cycle parking space to be rounded up to the nearest whole numbers.

Long stay cycle parking should be covered and secure and may be provided indoors or outdoors – for example cycle lockers, lockable cycle sheds and cycle stores. It should be available to the general public. Short stay parking should preferably be covered and should provide suitable locking points for cycles such as the “Sheffield Stand”. All cycle parking should be provided within 20m of a building in an area where there is full surveillance by cyclists, passing public and building users. Usually this will be at the front of a building. If there is any doubt about the security of short stay cycle parking, cycle lockers should be provided instead. Where CCTV surveillance is available, this should be able to monitor all cycle parking installations.