

TRAVEL PLAN DEVELOPERS' TEMPLATE

QUICK START GUIDE

1. Check the thresholds for the type of travel plan → SPD

Thresholds for different types of travel plans are set out in Somerset County Council (2009) (see over).

2. Draft the travel plan
→ This checklist
→ Moving Forward website

You should provide all relevant **maps, plans and drawings** to support the information contained within your travel plan.

The Moving Forward website contains additional sections with **templates and examples** to help you with:

- providing travel information
- cycle and motorcycle parking
- visitor travel for health, leisure and retail facilities
- residential travel plans
- setting out targets and using standard travel questionnaires

3. Check the travel plan → This checklist

This advice includes a list of content and phrases to avoid to ensure that the travel plan satisfies the assessment process.

4. Submit via iOnTRAVEL
→ Guidance on Moving Forward website
→ iOnTRAVEL.co.uk

All travel plans must be **registered** at the point of submission on Somerset County Council's travel plan management website, www.iontravel.co.uk.

DEVELOPERS: HOW WELL DOES YOUR TRAVEL PLAN DESCRIBE THE FOLLOWING?

- Transport **opportunities***
- The **measures** you will commit to implement
- How you will **monitor and measure** the performance the travel plan**

* Only applicable to Residential Travel Plan Statements and Full Travel Plans

** Only applicable to Employment Travel Plan Statements and Full Travel Plans

The aim of the travel plan is to increase the proportion of people travelling other than by a car on their own.

HOW WILL MY TRAVEL PLAN BE REVIEWED?

Your travel plan will be reviewed against the Somerset County Council guidance contained on the Moving Forward website, which is based on Government guidelines and over ten years of best practice experience in Somerset:

- Somerset County Council **Manual for Travel Plans** (December 2008)
- Somerset County Council **Enabling Smarter Travel through Travel Planning** (April 2009) draft Supplementary Planning Document

Where to find the guidance:

www.movingsomersetforward.co.uk/new-developments

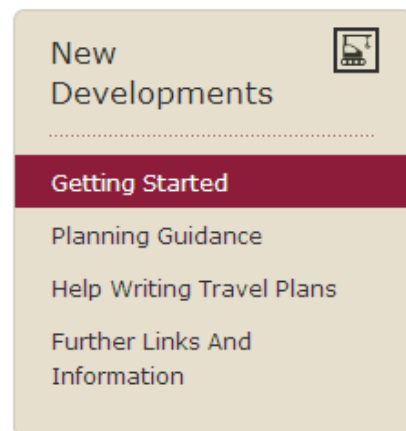
- Links to further detailed help are provided at the end of this template.

If your travel plan is not up to scratch, this may lead to:

- Delays
- Costs
- A poorer scheme than might otherwise be the case.

Full guidance on when you should submit your travel plan is available on the Moving Forward website.

Last revised: 30/12/10



REQUIRED CONTENTS

1. Introduction to the site:

- Site Name (e.g. Moorlands) and other names associated with site, e.g. informal name or former occupier
 - Address (inc. Town/Village, Post Code)
 - Correspondence Address for travel plan coordinator (if different; e.g. for residential developments)
 - Name of Planning Authority (Exmoor National Park, Mendip, Sedgemoor, Somerset County Council, South Somerset, Taunton Deane, West Somerset)
 - Grid Reference (6 figure) – see www.magic.gov.uk
 - Brief details of proposed nature of activities to be taking place across the site
 - Description of situation (Deep Rural/Isolated, Village, Motorway Junction, Outskirts of Town, City/Town Centre)
 - Stage in the planning process in which travel plan approval will be sought (During formal consultation on application, With the signing of planning agreement, Post planning consent, Voluntary initiative unconnected to a new development)
 - What legal mechanism will be used to secure the travel plan (Planning condition, s106 obligation, Voluntary initiative (non-mandatory))
 - Planning Application Number and Former or Related Planning Application Numbers
 - Planning Development Control case officer
 - Highways Development Control case officer
 - Timescales – number of phases, estimated dates for Construction/Commencement, First Occupation, Mid-way Occupation, Final First Occupation of each phase
 - Size of all land-uses on-site (e.g. GFA)
 - Number of persons working or living on-site (for employment: total number of individual members of staff (Full time/Part time staff or residents – Min/Max No.), not FTE; for residential: number of inhabitants) in each individual phase
 - Typical number of employees to be on-site at one time
 - Typical number of visitors/customers/patients/guests per day
 - Typical number of visitors on-site at one time
 - Normal Working Hours (start and finish times when most people start and finish work), Permissible Working Hours, Major Shift Start and Finish Times, Opening Hours
 - Peak Travel Hours (AM, PM, Mon-Fri, Sat, Sun)
 - Reference to local transport policies – Local Transport Plan, SCC Manual for Travel Plans, www.movingsomersetforward.co.uk, www.carsharesomerset.com, and www.iontravel.co.uk
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2. Site Audit Report

- Your travel plan will need to include a detailed audit of the area surrounding your development.

For new developments the area on-site should be analysed using site plans; for developments that already exist (in part) these should audit the existing site.

You should include within your travel plan:

- location maps
- site plans
- and a polar plot

Suggested structure and headings:

Off-site transport linkages

Walking routes and cycling routes and existence of route signage

- between the site and
 - local facilities
 - shops
 - employment and residential areas
 - transport services

Bus stops

- locations
- destinations of bus routes
- service schedules (frequencies, first arrivals at the site, last departures from the site (vice versa for residential sites))
- fares

Rail stations

- locations
- destination of train services
- service schedules
- fares

Road network

Taxi services

Diagrams and figures to include:

**Figure/Appendix:
Strategic map
showing location of
site in Somerset**

**Figure/Appendix:
Neighbourhood
map with all off-site
transport links and
proposed walk and
cycle desire lines to
the development**

**Figure/Appendix:
Polar plot**

Templates and examples are available from the Moving Forward website.

3. Action Plan

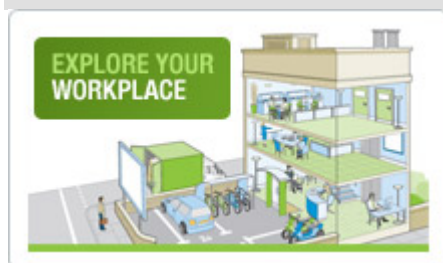
- Your action plan will need to present detailed information about the measures you intend to implement in your travel plan.

Particular things to include and phrases to avoid are included at the end of this checklist. The action plan needs to include detail such as:

- **specifications and locations** for physical items such as cycle parking
- **timescales** (start, end dates and frequencies) for delivery of actions which relate to milestones such as construction and occupation of the development

You must include any physical items on site plans.

Interactive workplace



The Moving Forward website contains an interactive office showing the elements that might go into a good travel plan.

You can use this facility to find out more information about implementing these actions, and download a leaflet explaining the rewards of travel plans, from

www.movingsomersetforward.co.uk/business/explore-your-workplace

Suggested structure and headings:

Off-site transport linkages

Public transport

- new **services**
- new **stops**, shelters, seating and outdoor information provision

Cycling and walking

- new **infrastructure** or **signage** off-site

On-site design

Walking routes and cycling routes

- between site boundary and building entrances

On-site physical facilities	Location ?	IMPLEMENTATION		
		Quantity ?	Start Date, End Date ?	Quality/ Description ?
Cycle parking				
<ul style="list-style-type: none"> • for staff • for customers/ visitors • for residents (for residential travel plans) 				
Facilities to support cyclists				
<ul style="list-style-type: none"> • e.g. showers, drying room, repair kits 				
Motorcycle parking				
Car parking				
<ul style="list-style-type: none"> • for car sharers • for low carbon vehicles, e.g. electric charging points 				
Facilities for non-travel				
<ul style="list-style-type: none"> • tele/video/flexible working 				
Outdoor seating/resting places				
Noticeboards				
<ul style="list-style-type: none"> • Indoor • Outdoor 				
Signage at facilities and directions to them				
Dedicated cycle and pedestrian entrances				
On-site social and catering facilities to reduce need for daytime travel off-site				

Diagrams and figures to include:

Figure/Appendix:
Detailed site plan with all physical measures (above) marked on

Figure/Appendix:
Cycle and motorcycle parking technical specifications/ drawings

Figure/Appendix:
Examples of planned information provision (leaflets, etc.)

In-business measures for smarter travel

Measures to exemplify

Statement of commitment to partnership working ○

- signed **travel plan charter** ○

Travel Plan Coordinator

- **contact** details ○
- **availability** (FTE) ○
- **management responsibilities** for delivering the travel plan (e.g. existence of:
 - Green Travel Users' Group ○
 - Travel Plan Management/Coordination Group or Association ○

Business travel policies

- including analysis of:
 - payments for car use and other modes for business; ○
 - business travel hierarchy; ○
 - induction and internal communication for travel-related issues; ○
 - privately-run commuter bus services; ○
 - flexible/home working policies; ○
 - local recruitment and relocation packages ○

Measures to enforce

Car parking management strategy

- including number and criteria for **allocation of spaces** ○
- **permit and charging** regime ○

Measures to encourage

Financial incentives, loans and discounts ○

- (*£400 Green Travel Voucher contribution is required per household for residential developments*)

Marketing plan

- awareness-raising **campaigns** and promotions (e.g. posters/emails and events) and frequency ○

Measures to educate

Website

- public travel information/directions to the site for **all modes of travel** .. ○
- link to www.movingsomersetforward.co.uk and other journey planning websites ○

Paper-based

- travel information and smarter travel information leaflets/packs..... ○
- link to www.movingsomersetforward.co.uk and other journey planning websites ○

Training plans for staff/visitors/residents

- cycle training or personal travel planning..... ○

Measures to enable

Shared/loan/pool measures

- pool cars/bikes, lockers, umbrellas, cycle repair kits etc. ○
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3. Monitoring Strategy

- Your travel plan will need to include a detailed monitoring strategy which will need to set out how the performance of your travel plan will be assessed.

Your monitoring strategy will need to set out how travel data is to be collected (on an annual basis) using SCC's standard survey templates. All travel plans must include modal share targets in a standard form so they can be input into iOnTRAVEL.

iOnTRAVEL

All **actions** in your travel plan and **targets** for modal share (over a period of five-years following the occupation of each part of your development) will need to be entered into iOnTRAVEL as soon these have been agreed between Somerset County Council and the developer.

Final targets must be set at the time of agreeing the travel plan, and will not be able to be deferred or set at a later date.

You can also download tools to help you prepare the information in the necessary form, and guidance on entering this information into iOnTRAVEL, from our website.

Suggested headings

Modal share targets for all arrival to the site

- staff, customers/ visitors/patrons/guests, business trips

Statement of CO₂ with and without travel plan

- use www.iontravel.co.uk/carbon.asp

Data collection

- methodology
- annual reporting schedule
- use of standard SCC questionnaires

Evidence retention policy for the implementation of actions

Survey data analysis (for existing sites)

Safeguard measures in the event of targets/actions not being reached

Use of iOnTRAVEL

Appendix: Tables of modal share targets using SCC standard templates

Appendix: SCC standard questionnaire survey forms

NOTES

General considerations:

- Structure and format of document
- Style
- Typography and accuracy
- Electronic and printed versions of final travel plan provided

Further information and contact details:

Document and Contents

Link

Audit

- Manual for Travel Plans - Site audit and design guidelines
- Tools and examples

<http://www.movingsomersetforward.co.uk/new-developments/help-writing-travel-plans/audit>

Action Plans

- Manual for Travel Plans - Menu of measures
- Providing travel information
- Cycle and motorcycle parking
- Visitor travel – retail, health and leisure facilities
- Residential developments

There is also a schedule of actions in the help guide for iOnTRAVEL:

<http://www.iontravel.co.uk/help.asp>

<http://www.movingsomersetforward.co.uk/new-developments/help-writing-travel-plans/action-plans>

Summary for businesses:

<http://www.movingsomersetforward.co.uk/business/explore-your-workplace>

Targets and Monitoring

- Monitoring guidance
- iOnTRAVEL
- Templates

iOnTRAVEL manual:

<http://www.iontravel.co.uk/help.asp>

<http://www.movingsomersetforward.co.uk/new-developments/help-writing-travel-plans/targets-and-monitoring>

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CHECKLIST OF REASONS FOR GETTING IT WRONG FIRST TIME:

- Have you checked your travel plan gives proper attention to the following?

SITE AUDIT:

- Walking and cycling provision on-site
- Off-site travel alternatives beyond the site itself
- Movement patterns/desire lines (the routes people are expected to take on-site and locally by various modes of transport)

SOLUTIONS:

- Travel planner/coordinator
- Parking provision (for all modes, inc. motorcycling)
- Information provision, inc. information about alternative travel options on development's website

PERFORMANCE:

- Clear commitments and a summary of actions with timetable in a table
- Outcome targets for arrivals to work by car (%) and annual trajectories
- Annual monitoring and reporting commitments
- Site synopsis, action plan and modal share targets entered onto www.iontravel.co.uk

PHRASES TO AVOID:

- Please check your travel plan does not contain any of the following phrases before submitting?

Loose commitments

- A travel plan is **not a fixed document** but will evolve over time in response to changing circumstances
- A Travel Plan is a **living document**, as time passes the document should evolve
- Travel Plans should be **dynamic documents**, updated to respond to changes in transport facilities
- The **'live' nature** of the Travel Plan is such that if necessary, initiatives, results and liaison are continuous and evolving throughout the life of the travel plan
- The Travel Plan is not one fixed document, but a **dynamic and evolving mechanism** for introducing and maintaining a package of measures
- The measures outlined **will be agreed** with store management as being suitable for the situation at the development site

Uncertainty

- The range of initiatives proposed represent a **commitment by the Developers to consider** measures that are appropriate for the type of development proposed
- This Interim Travel Plan **will then be developed** into a full Travel Plan
- **The final details** of 'physical' and 'soft' measures **will be concluded** at the reserved matters/detailed application stage
- This document represents an Interim Travel Plan which will be **developed further and updated** once planning permissions has been obtained and the site passes through the construction phases and is occupied
- Given that the development proposals are currently in outline form and the occupiers of the dwellings are unknown at this stage, the **purpose of the Framework Travel Plan is to set out a structure** for the full Travel Plan ... The Travel Plan would then be prepared once the development is occupied and when the travel characteristics of the residents are known
- **A proposed time frame** is included in the Action Plan, but this is **subject to change** depending on the eventual timescales for constructions
- The three stages of this Travel Plan to be described in the following sections are presented in a **draft programme of events**
- The travel plan **will work to ensure**
- Initiatives **could include**
- Residents/employees **may be offered** financial incentives/It is recommended that employees/residents are provided with an incentive
- Employers **should consider** publicising travel information pages through an intranet link
- A permit regime **could be introduced** as a further measure in the future

- The store operator **may provide** a cycle to work scheme
- The Framework Travel Plan **provides an indication** of measures
- **Consideration could be given** the introducing a car club for the development
- **It may be appropriate** the brief the sales staff of the new development
- The following measures **should be included** in the Travel Plan
- The facilities **presently envisaged to be provided** are
- A travel information leaflet **should be made available**
- **It is suggested that** penalties are incurred
- **With effect from** [a future point in time, the developer will] **use reasonable endeavours to...**
- Within these start and finish times personnel are **encouraged to adopt staggered arrival/departure times**

Cycle parking looseness

- All dwellings will have a **large** garage with **sufficient space** to store bicycles or access to a rear garden in which **a shed can be used** to securely secure bicycles
- Cycle parking provision does not appear within the Action Plan as this will be included in the site's development and construction
- Secure cycle parking will be accommodated **within the curtilage/demise** of each dwelling
- **Further details** of car, motorcycle and bicycle parking would be provided at the reserved matters application stage
- The **exact details** with regard to shower/changing facilities will be defined at the reserved matters/detailed application stage
- Safe and secure cycle parking facilities will be provided outside employment locations **as appropriate**
- Cycle parking will also be provided and is **most likely** to be located in **secure areas** within the residential blocks and in proportion to the size of the dwellings

Amendment of targets

- The targets suggested are **considered to be a starting point and will be reviewed** in the light of surveys
- Should the targets not be met then **the TPC will review them** in liaison with SCC. If considered necessary **targets may be amended**
- Targets will be **assessed and revised appropriately** when results are produced
- The targets that are being set out here are **preliminary in nature**
- Targets will be **established following initial surveys** of staff and residents
- **Review targets** for reduction in single occupancy car use
- **Interim targets** are proposed as follows

iOnTRAVEL

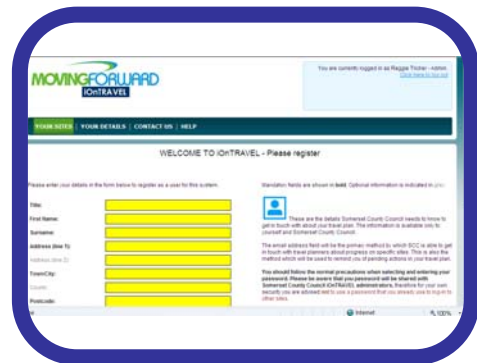
GET ONLINE FOR THE FIRST TIME...

Registering

Go to www.iontravel.co.uk

Click on Register

Type in - Your name
Contact details
Click 'Register'

A screenshot of the iOnTRAVEL registration page. The page title is "WELCOME TO iOnTRAVEL - Please register". It features a form with fields for "First Name", "Surname", "Address Line 1", "Address Line 2", "Town/City", "County", and "Postcode". To the right of the form, there is a "REGISTER" button. The page also includes a login status at the top right and a navigation menu at the top.

Adding your site

Within 2-3 days, you will receive confirmation of your registration

Log-in on www.iontravel.co.uk

Under 'Add A New Site', type in -
The name of your site
Click 'Send'

A screenshot of the iOnTRAVEL "YOUR SITES" page. It features a "Search For A Site" section with a search bar and a "Search" button. Below this, there is a "View A Site" section. The page also includes a navigation menu at the top and a login status at the top right.

...you are now ready to use iOnTRAVEL!

iOnTRAVEL

GETTING THE MOST FROM iOnTRAVEL

The next time you sign in

Under Your Sites, choose your site under
View A Site -

Choose your option, e.g. **Create Site From Scratch**



Complete your details

- Under **Site Synopsis**, enter basic information about your site and how it will operate

- Submit your **travel plan** online

- **Targets & Outcomes -**

enter your proposed changes to modal share over time

- **Action Plan -**

input the actions and timescales from your travel plan



Make the most of iOnTRAVEL

Once you've completed all your details, add your **completed actions** and **survey data** during the life of your travel plan

