

## Supplementary Planning Guidance (SPG) Sustainable Transport

# SPG 7b Travel Plans

---

## 1. INTRODUCTION

1.1 In assessing travel plans the Council will have particular regard to the following: adopted Haringey Unitary Development Plan (1998) Policy RIM 3.1, Haringey UDP First Deposit Consultation (2003) Policy UD1 and this supplementary guidance.

1.2. Supplementary guidance is provided below regarding the following:

- Need for travel plans
- Table 1: Uses and floorspace thresholds requiring travel plans with planning applications
- Submission time
- Content of a travel plan
- Setting objectives and targets
- Measures to promote and facilitate public transport use
- Measures to promote and facilitate walking and cycling
- Car parking restraint, charging and management
- Promotion of car sharing
- Promotion of activities to reduce the need to travel
- Monitoring and review mechanisms
- Travel plan co-ordinators
- Travel information and marketing
- Contact details

## 2. NEED FOR TRAVEL PLANS

2.1. Many of Haringey's roads suffer from high levels of traffic congestion over much of the working day. Traffic levels should be reduced in the Borough to improve environmental standards, particularly air quality. Too many journeys within and into the Borough are by single occupancy vehicles. The Council sees a role for travel plans in reducing car based work journeys. The Government supports, in PPG13 Transport, the use of travel plans for businesses, schools, hospitals and other organisations.

2.2. The purpose of a travel plan is to reduce the level of car usage and to promote sustainable methods of transport. Guidance on the content of a travel plan is provided below.

- 2.3. The submission of a travel plan will be required to support planning applications above a threshold. The thresholds for various land use categories are set out in Table 1 below. In addition, the Council would require the submission of a travel plan for development proposals which are likely to have a significant transport impact or where a development is located in a sensitive area.

3. **TABLE 1: USES AND FLOORSPACE THRESHOLDS REQUIRING TRAVEL PLANS WITH PLANNING APPLICATIONS**

Land use	Floorspace in m <sup>2</sup> gross floor area
Food retail (A1)	1000
Non-food retail (A1)	2000
Business (B1)	1000
Industrial (B2)	2500
Warehousing (B8)	2500
Hotel (C1)	2500
Hospital (D1)	2000
School, higher and further education (D1)	2000
Cinema (D2)	2000
Other Assembly and Leisure (D2)	2000

- 3.1. Attention is drawn to the fact that, in addition to development schemes of the above minimum sizes, a travel plan will also be required for any proposals which are likely to have a significant transport impact or where a development is located in a sensitive area.

4. **SUBMISSION TIME**

- 4.1. Travel plans will need to be submitted at the same time as the planning application, i.e. as part of the application submission
- 4.2. The detailed component of the travel plan will normally need to be submitted to, and approved by, the local planning authority prior to the commencing implementation of a development. It is expected that the measures within the plan will have commenced prior to the occupation of the development. The travel plan or some or all of the content may be the subject of a planning agreement.
- 4.3. The following sections give an indication of what should be included in a travel plan in relation to a planning application.

5. **CONTENT OF A TRAVEL PLAN**

- 5.1. The precise content of the travel plan will depend on the scale and type of development. However, the travel plan should include most or all of the following:
- a.) Setting objectives and targets

- b.) Measures to promote and facilitate public transport use including physical works and financial incentives
- c.) Measures to promote and facilitate walking and cycling
- d.) Car parking restraint, charges and management
- e.) Promotion of car sharing
- f.) Promotion of activities to reduce the need to travel
- g.) Monitoring and review mechanisms
- h.) Travel plan co-ordinators
- i.) Travel information and marketing

## **6. SETTING OBJECTIVES AND TARGETS**

- 6.1. The travel plan will be required to set out objectives and targets. The plan should provide focus and direction through clear objectives, leading to appropriate measures and successful outcomes. Targets would need to be related to timescales, be measurable and be specific. For example, a target could be to reduce single occupancy car commuting by 10% within one year of commencing implementation of the plan. In addition a target could be to increase the proportion of employees using public transport, walking or cycling to get to work.
- 6.2. The targets will need to be agreed at the outset as part of the travel plan process. Targets may be related to similar developments in Haringey or other parts of London or based on a travel database. If a development is the subject of a Transport Assessment (see SPG 7c: Travel Assessments) relevant targets may be generated based on this work.

## **7. MEASURES TO PROMOTE AND FACILITATE PUBLIC TRANSPORT USE**

- 7.1. Evidence from studies show that financial incentives to encourage more public transport usage and cycling are particularly effective in reducing car use.
- 7.2. Physical works could relate to bus priority measures such as bus lanes; provision of or relocation of bus stops or provision of passenger information, such as “Countdown”, at bus stops. The developer may be required to fund additional bus services or higher frequency services on an existing route. These aspects are likely to be pursued through a planning agreement. (See Planning Obligation SPG 10e: Improvements to Public Transport Infrastructure and Services)
- 7.3. The provision of information on public transport services would be expected to be part of a travel plan. This would need to be provided by the developer although there would be a role for Transport for London (TfL) in providing information.
- 7.4. TfL would have a role in relation to changes to the bus network and would need to be closely involved in developments for which improvements to public transport services is required.

## **8. MEASURES TO PROMOTE AND FACILITATE WALKING AND CYCLING**

- 8.1. Physical measures to encourage cycling include cycle paths/lanes, cycle parking, pool cycles including electric cycles and changing facilities and showers. A Bicycle User Group (BUG) could be established to promote this within a development. Pedestrian activity could be encouraged through better access such as crossings and better security such as improved street lighting.
- 8.2. Physical measures are likely to be required through a planning agreement. Cycle parking provision would be through a condition of planning permission.
- 8.3. Financial incentives should include interest free cycle loans and paying a mileage allowance. Information on cycle routes and walking routes should be provided. The planning authority may be able to provide cycle and walking maps.

## **9. CAR PARKING RESTRAINT, CHARGING AND MANAGEMENT**

- 9.1. Car parking provision is a major influence on travel patterns and can be effective in reducing the level of car travel. Details of the Council's car parking standards are provided in Appendix 1 of the UDP. It may be necessary for parking controls to be introduced on adjoining roads. This would be through a planning agreement.
- 9.2. Pool cars can be provided for staff who do not need to regularly use their car during the working day. There is a role for the use of taxis for occasional journeys. The provision of an alternative such as cycle and public transport would assist in reducing car use.
- 9.3. Financial incentives could be provided such as for giving up a car parking space or for not driving every day. Conversely, it may be appropriate to charge employees for use of a car park subject to there being effective controls to prevent additional on-street parking. Car parking spaces could be allocated on the basis of a permit system.
- 9.4. The level of on-site car parking provision may be required to be reduced after a specified period.
- 9.5. Provision for charging facilities for electric vehicles could be provided to encourage the use of low emission vehicles as an alternative use to the conventional car.

## **10. PROMOTION OF CAR SHARING**

- 10.1. Car sharing should be encouraged. This can be through bespoke software that assists in matching potential car sharers. A website, [www.northlondontransport.org.uk](http://www.northlondontransport.org.uk), has been set up which allows companies to secure their own databases for car sharing for employees. Car sharing could be encouraged through the allocation of car parking spaces to car sharers. Priority could be given to car sharers in car parks with limited capacity and

spaces allocated closer to the entrance. To support car sharing a guaranteed ride home is essential.

## **11. PROMOTION OF ACTIVITIES TO REDUCE THE NEED TO TRAVEL**

11.1. Applicants could encourage flexible working practices such as home working and teleworking. Other promotional incentives could include a policy of local recruitment, a flexitime system, a compressed working week e.g. working 4 long days rather than 5 standard days and provision of on-site facilities such as takeaway shops. The latter would only be likely for major developments.

## **12. MONITORING AND REVIEW MECHANISMS**

12.1. Monitoring and reviewing the travel plan is an essential process in assessing progress. Initial surveys of staff are important to informing a basis for targets and monitoring. Benchmarking from previous travel plans and from similar developments may also inform the baseline data. Regular surveys, generally once a year, should be carried out. The monitoring should cover:

- Number and availability of car parking spaces; on-site and in adjacent road network
- Number of person-trips to the site; in single-occupancy vehicles, by mode of travel, by time of day and by journey purpose.

12.2. The monitoring may meet the following objectives:

- to ensure that the development accords with the terms of the planning permission; and/or
- to measure the effectiveness of the travel plan and to ensure it remains relevant over time; and/or
- to facilitate enforcement action where outcomes/targets are not achieved

12.3. It is expected that the cost of monitoring will be borne by the applicant although the local planning authority may assist in organising surveys. The exact format of the survey data collection and the frequency of collection will be agreed between the applicant and the local planning authority. The timescale for collecting data and monitoring would be agreed with the applicant but it is generally expected that monitoring over a three year period would be expected and possibly for longer periods with a major development proposal.

12.4. The monitoring will allow a review by the applicant and planning authority to be carried out. This may result in changes to the plan. A recent evaluation tool by the Department of Transport may be used to assess outcomes that could be expected with the package of agreed measures within the plan.

12.5. Enforcement of the travel plan will be important to ensure its effectiveness. The local planning authority may require specific payments e.g. in the event that elements of the travel plan have not been introduced or for the authority

to implement, with costs to the applicant, if agreed outcomes have not been achieved.

### **13. TRAVEL PLAN CO-ORDINATORS**

13.1. Travel plan co-ordinators can provide support for the measures in the plan. A separate job may not be necessary – the role could be performed by an existing member of staff as part of their work programme. The co-ordinator would monitor and review the travel plan. There is evidence that successful travel plans have had the active support of senior management and employment of co-ordinators. For major developments the planning authority may need the employment of a travel co-ordinator.

### **14. TRAVEL INFORMATION AND MARKETING**

14.1. As noted above information on public transport services and on walking and cycling routes should be provided to employees. Other ways of supporting the travel plan are through a dedicated web-site, leaflets, site-specific travel information and personalised journey planners. The Council has produced a public transport guide for Vale Road industrial estate, N4, to support travel initiatives in this area. Similar initiatives could be appropriate for specific developments.

14.2. Marketing of the travel scheme is important. Regular communications with staff, focus groups and events all have a role to play for an effective travel plan.

### **15. CONTACT DETAILS**

15.1 For further information on travel plans contact: Transportation Planning, 639 High Road, London N17 8BD, Tel: 020 8489 5574, Fax: 020 8489 5577.

*This SPG has been consulted on as part of the Haringey UDP First Deposit Consultation. As such, it is a material consideration in determining planning applications.*