TfL Travel Planning Guidance November 2013

This guidance supersedes the previous TfL guidance 'Travel Planning for New Development in London: Incorporating Deliveries and Servicing' (January 2012).

1. What is a travel plan?

A travel plan is a long term management strategy for an existing or proposed development that seeks to integrate proposals for increasing sustainable travel by the future occupier(s) into the planning process and is articulated in a document that is to be regularly reviewed by the future occupier(s) of the site. It is based on evidence in the transport assessment of the anticipated transport impacts of the proposal and involves the development of agreed and specific outcomes, linked to an appropriate package of measures aimed at encouraging sustainable travel.

What are the benefits of a travel plan?

A travel plan can bring a number of benefits to a new development for the developer, the local authority and the ultimate users of the site. Some of which include:

- Less congestion and therefore improved safety on local roads by promoting alternatives to the car.
- Reduced highway capacity problems by promoting sustainable travel choices.
- Local environmental improvements from reduced congestion, carbon emissions, pollution and noise.
- Making the site more attractive to potential occupiers/users.
- Increased opportunities for active healthy travel, such as walking and cycling.
- Reduced demand for parking spaces enabling land to be put to more cost-effective or commercially beneficial use and freeing space for active travel initiatives.
- Improved travel choice, quality and affordable access to services for all users.
- Increased opportunities for employers to feed into corporate social responsibility or sustainability initiatives.

Travel planning policy

The need to manage transport in new developments is included within national, regional and local policy. The need to reduce car dependency, increase travel choices and encourage sustainable distribution is supported by the National Planning Policy Framework which states that all developments which generate significant amounts of movement should be required to provide a travel plan[1].

The draft National Planning Policy Guidance released in September 2013 further reinforces the importance of travel plans in the planning context. It states travel plans should be considered in parallel to development proposals and readily integrated into the design and occupation of the new site, and that they should support Transport

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[1] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf Chapter 4 'Promoting sustainable transport'

Assessments (TAs) in taking forward the identified mitigation measures which relate to on-going occupation and operation of the development[2].

The London Plan (2011) and the Mayor's Transport Strategy (MTS) (2010) also require the use of travel plans to help deliver sustainable development in London.

London Plan Policy 6.3 Assessing effects of development on transport capacity
'Transport assessments will be required in accordance with TfL's 'Transport Assessment Best Practice Guidance' for major planning applications. Workplace and/or residential travel plans should be provided for planning applications exceeding the thresholds in, and produced in accordance with, the relevant TfL guidance'.

'The Local Development Framework (LDF) provides the over-arching mechanism for securing travel plans at the local level. Securing travel plans will be most effective where the LDF includes explicit reference to travel plans. LDF documents should be clear and unambiguous about when travel plans will be required and the rationale for them. Policies should also indicate how travel plans are expected to contribute to achieving local objectives transport and otherwise, for example air quality'.

At a local level, councils may also have their own travel planning policy and guidance. This can be found within the borough-specific planning douments, for example in sustainable transport Supplementary Planning Documents or the Local Plan. Where this is available, reference should be made to the borough's travel planning guidance in the first instance.

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[2] http://planningguidance.planningportal.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/what-are-travel-plans-transport-assessments-and-statements/

2. When is a travel plan required as part of a planning application?

All large-scale developments and applications referred to the Greater London Authority (GLA) under the Mayor of London Order 2008 must submit a full travel plan as part of the planning application process. In addition other large scale developments on which TfL is consulted should have a Full Travel Plan. TfL has set development scale thresholds above which a Full Travel Plan should be prepared. This requirement applies to both new developments and extensions of existing sites.

Full Travel Plan
Applicants for developments at or above the strategic-level thresholds shown in Figure 2.1 must by default submit an ATTrBuTE-compliant (see section 3) Full Travel Plan which should include the content set out in section 3.

Travel Plan Statement
Smaller developments that fall below the strategic-level Full Travel Plan threshold but which typically employ 20 or more staff, or comprise over 50 residential units, should submit a Travel Plan Statement. It may not be appropriate to set specific targets within these plans. However, a set of positive measures promoting sustainable transport should be included, together with an action plan for their implementation. The level of information required should be agreed with the local authority planning officer at the earliest opportunity.

Figure 2.1: Development scale guidelines for travel plans

	Travel Plan Statement	Full Travel Plan
A1 (Food/Non-Food Retail)	More than 20 staff but less than 1,000sqm	Equal or more than 1,000sqm
A1 (Garden centres)	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
A2 (Financial Services)	More than 20 staff but less than 1,000sqm	Equal or more than 1,000sqm
A3/A4/A5 (Food/Drink)	More than 20 staff but less than 750sqm	Equal or more than 750sqm
B1 (Business)	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
B2 (Industrial)	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
B8 (Warehouse and Distribution)	More than 20 staff but less than 5,000sqm	Equal or more than 5,000sqm
C1 (Hotels)	More than 20 staff but less than 100 beds	Equal or more than 100 beds
C3 (Residential)	Between 50 and 80 units	Equal or more than 80 units
D1 (Hospitals/Health Centres)[3]	Between 20 and 50 staff	Equal or more than 50 staff

[3] It is mandatory for NHS trusts to have travel plans. For more information please see:
http://www.sdu.nhs.uk/documents/resources/Ext_Ch_low_carbon_travel_transport.pdf

D1 (Schools and Nurseries)[4]	All school developments to have a travel plan	
D1 (Higher and Further Education)	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
D1 (Museum)	More than 20 staff but less than 100,000 visitors annually	Equal or more than 100,000 visitors annually
D1 (Places of Worship)	More than 20 staff but less than 200 members/ regular attendees	Equal or more than 200 members/regular attendees
D2 (Assembly and Leisure)	More than 20 staff but less than 1,000sqm	Equal or more than 1,000sqm
D2 (Stadia)	More than 20 staff but less than 1,500 seats	Equal or more than 1,500 seats
Sui Generis uses	To be determined on scheme by scheme basis All student accommodation over 100 beds should have a Full Travel Plan.	

Councils may adopt their own travel plan requirements for developments that are below the TfL thresholds, and where these are lower than those in Table 2.1, TfL supports their use.

Travel plans may also be required in specific circumstances for developments below the thresholds shown in Table 2.1. For example:
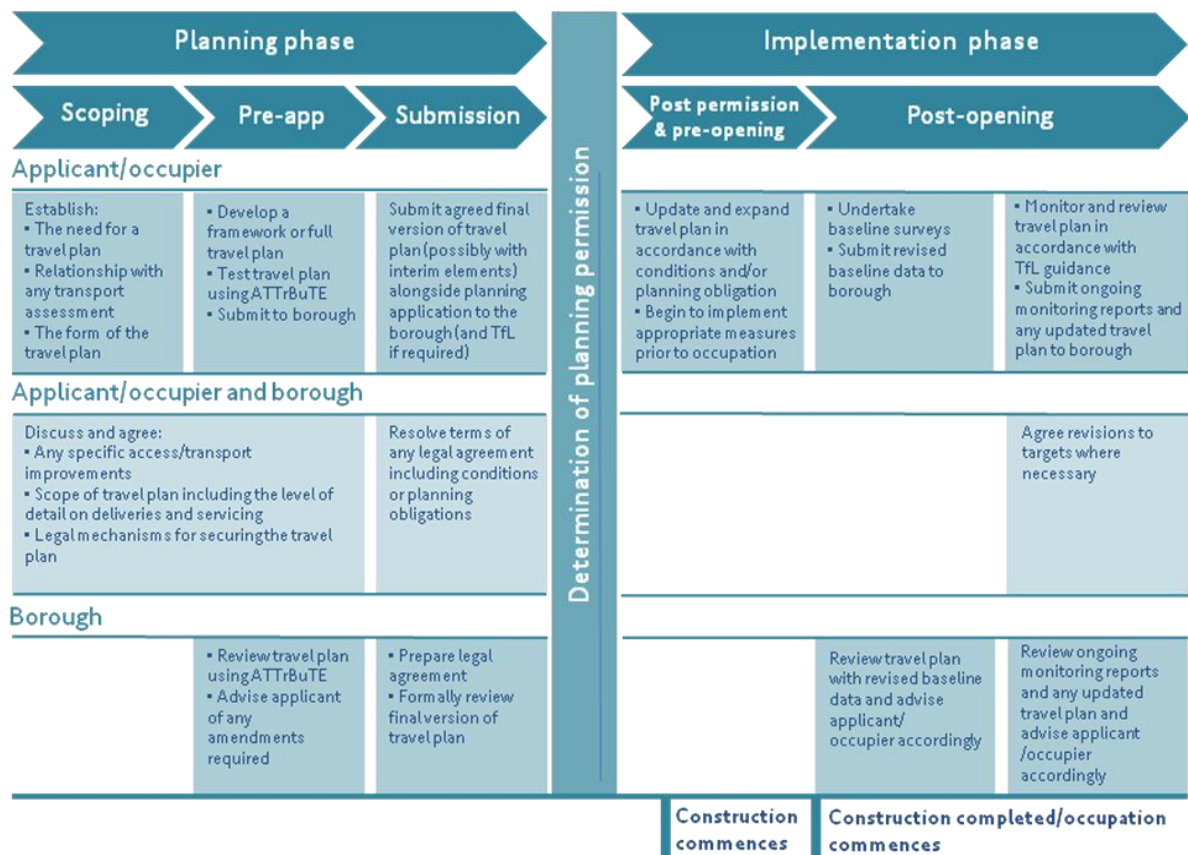- Where the proposed development has the potential for significant traffic impact which requires mitigation, or has accessibility issues to be addressed. This may apply particularly to mixed-use developments where each individual land use may not reach these thresholds but in combination will have a relatively significant impact, or to developments that may generate a significant number of visitor trips.
- For phased developments where the initial phasing may not reach the specified threshold but future phases will reach/exceed the threshold.
- For applications for extensions or other proposals, where the proposal itself does not reach the requisite threshold but where the combined existing and proposed development meets or exceeds the threshold.

Any travel plan developed under these circumstances should relate to the whole site. It is essential that travel plan requirements for any development are agreed with the local planning authority at the scoping/pre-application stage.

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[4] For further information on creating a school travel plan visit www.staccreditation.org.uk. For details on how to apply online for the School Travel plan Accreditation (STARS) programme contact the borough School Travel Advisor, Road Safety Officer or Travel Awareness Officer.

Figure 2.2: Development of the travel plan through the planning process

Planning phase — Scoping | Pre-app | Submission
Implementation phase — Post permission & pre-opening | Post-opening

Determination of planning permission (separates Planning phase and Implementation phase)

Applicant/occupier

- *Scoping:* Establish:
  • The need for a travel plan
  • Relationship with any transport assessment
  • The form of the travel plan
- *Pre-app:*
  • Develop a framework or full travel plan
  • Test travel plan using ATTrBuTE
  • Submit to borough
- *Submission:* Submit agreed final version of travel plan (possibly with interim elements) alongside planning application to the borough (and TfL if required)
- *Post permission & pre-opening:*
  • Update and expand travel plan in accordance with conditions and/or planning obligation
  • Begin to implement appropriate measures prior to occupation
- *Post-opening:*
  • Undertake baseline surveys
  • Submit revised baseline data to borough
- *Post-opening:*
  • Monitor and review travel plan in accordance with TfL guidance
  • Submit ongoing monitoring reports and any updated travel plan to borough

Applicant/occupier and borough

- *Scoping:* Discuss and agree:
  • Any specific access/transport improvements
  • Scope of travel plan including the level of detail on deliveries and servicing
  • Legal mechanisms for securing the travel plan
- *Submission:* Resolve terms of any legal agreement including conditions or planning obligations
- *Post-opening:* Agree revisions to targets where necessary

Borough

- *Pre-app:*
  • Review travel plan using ATTrBuTE
  • Advise applicant of any amendments required
- *Submission:*
  • Prepare legal agreement
  • Formally review final version of travel plan
- *Post-opening:* Review travel plan with revised baseline data and advise applicant/occupier accordingly
- *Post-opening:* Review ongoing monitoring reports and any updated travel plan and advise applicant/occupier accordingly

Construction commences | Construction completed/occupation commences

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Where the type of occupier (resident, employee etc) is known at pre-application stage, the travel plan should include specific objectives, targets and measures as well as detail about predicted travel behaviour and mode share. However, if during the planning phase a developer is unsure of the ultimate occupier of the development and it is agreed by all parties (e.g. the local planning authority and developer) that this will have a significant effect on the travel plan's targets and timings, a travel plan should still be submitted but some detail may be considered 'interim'. The information will remain 'interim' until such time as the detail is known, or one month after the baseline survey is completed following occupation, whichever is sooner and in agreement with the planning authority.

Travel plans containing interim information must still include the following information, recognising that this may be changed by agreement with the local authority at a later stage:

- Baseline travel patterns.
- Targets for mode share.
- Measures to be implemented. It will be possible to identify a number of measures which will need to be incorporated into the design of the development regardless of the end occupier, but a limited number of measures that are dependent on delivery by the occupier will remain interim, for example, the flexible working policies of a particular organisation can be clarified once the occupier is known.

- Timings, such as construction completion, phasing and/or occupation that may delay implementation of packages.
- A contact for the site, for the local planning authority to liaise with until such time as the final occupier is in place.

To summarise, a travel plan must be prepared when:
- At least one element of the proposed development equals or exceeds the threshold specified in Table 2.1 and the end user is known – separate travel plans should also be prepared for each land use above the threshold.
- An individual occupier covered by a framework travel plan (see below) exceeds one of these thresholds – separate travel plans should be prepared for each element of the scheme above the specified threshold.

Framework Travel Plans

Mixed use developments comprising of one or more elements that exceed the thresholds, or outline planning permission for which specific elements are not yet established, will require a Framework Travel Plan (sometimes referred to as a site-wide or umbrella travel plan). These are generally appropriate for phased developments.

Framework Travel Plans should include:
- A commitment to individual travel plan development by the occupiers of the site where they relate to elements of the scheme that exceed the thresholds set out in Table 2.1.
- As occupiers are confirmed, they will need to submit a Full Travel Plan or Travel Plan Statement as appropriate for their organisation that is in accordance with the Framework Travel Plan for that site, prior to their occupation. This requirement should be included within the terms of the lease, or before ownership is transferred if the site is sold.
- Baseline travel patterns derived from TRAVL and/or agreed alternative.
- Measures to be delivered site wide, and responsibilities for their delivery and funding.
- Future actions for travel plan development and refinement.
- Preliminary targets based on associated transport assessment predictions, with appropriate timescales.

3. What should the travel plan contain?

The overarching purpose of any travel plan should be to influence behaviour change and lead to use of more sustainable modes of travel and/or to reduce overall travel to/from the site. This is critical for new developments in order to facilitate the use of sustainable modes among occupiers and visitors from the outset, or to mitigate the impact of trips generated by the site. Therefore, when preparing travel plans, their authors and local authority officers should consider the overarching purpose of the particular travel plan. Whilst the travel plan should be developed as a stand alone document, it should aim to address any issues identified within the associated transport assessment (TA) for the development through the promotion of sustainable transport.

The following elements are essential for a policy compliant Full Travel Plan:
1) Introduction
- Development name (if known), or site name and occupier name (if known).
- The planning reference number and development description.
- Identify the type of travel plan (Full Travel Plan, Framework Travel Plan or Travel Plan Statement).
- Full address of the development site, including postcode.
- Contact details for the person responsible for preparing the travel plan
- The date and version number of the plan.
2) Context
- Summary and overview of the structure of the travel plan document.
- Brief description of the nature and context of the proposed development.
- The scope of the travel plan e.g. covering residents, employees, visitors.
- Key parameters for each element of the development i.e. number of units, land use floor area, number of cycle and car parking spaces etc.
- Details of associated travel including: numbers of users expected on site, shift patterns, opening times, postcodes of existing staff/visitors where appropriate.
- Outline timescales for occupation and details of any phasing of development, if appropriate.
3) Site assessment (recognising that much of this will be contained in the TA)
- Plan of the development showing boundaries, existing and proposed access points and main routes for all transport modes.
- Summary of the main transport related issues identified in the TA and the infrastructure which will be delivered within the site and in the surrounding area as part of the development (e.g. cycle and pedestrian routes, private and publically accessible cycle parking).
- Quality and availability of infrastructure around the site – state Public Transport Accessibility Level (PTAL), summarise how amenable local roads and key routes are to walking and cycling. Where applicable, include a summary of environment assessment reports, such as Pedestrian Environmental Review

System (PERS) audits, Pedestrian Comfort Level Assessments, Bus Stop Audits etc.

- Describe any organisational policies that will influence active travel and public transport use e.g. tax-free cycle purchase schemes, flexi-working etc.
- Describe any existing facilities and car-related initiatives already in place e.g. car clubs in the local area, car sharing, pool cars etc.
- Travel provision for disabled site users.

4) Travel surveys

- Details of any travel surveys (e.g. iTRACE/TRAVL) undertaken, if there are existing site users (including method, date, response rate and key findings).
- Set out initial travel data for the site based on travel survey data, or where there is no or insufficient existing data, on the trip rates and modal splits agreed in the TA (with data drawn from comparable sites in TRAVL or TRICS, or Census data).
- Give details as to when baseline surveys will be undertaken - usually within six months of first occupation or at 75 per cent occupancy, whichever is first.

5) Objectives

- Describe the key goals that the travel plan seeks to achieve (i.e. encourage sustainable movement of people to and from the site)
- Cover a range of outcomes (e.g. environmental, health etc) which should be derived from the policies in the borough's LDF, the MTS and the London Plan (e.g. to reduce CO_2 emissions and increase cycling).
- Ensure these are linked to the specific context of the site set out in the site assessment section.

6) Targets

- Should be set over a minimum five-year time frame, with interim targets at year one and year three. For larger developments or phased developments, an extended monitoring period may be required and targets may need to be set beyond five years.
- Should be ambitious and SMART (specific, measurable, attainable, realistic and timebound) (e.g. reduce single occupancy vehicle trips by X% by X date). Clarify which journeys are being assessed (all trips/peak trips only).
- Should be linked to the objectives of the travel plan (e.g. if the aim is to promote healthy travel, targets to increase walking and cycling should be set)
- Should improve on baseline mode share of sustainable modes in the TA and enable the measurement of success in achieving the objectives of the travel plan.
- Can enable enforcement by the planning authority in the event that targets are not met.
- See Figure 3.1 for examples of targets set in travel plans.

7) Package of measures

- These should clearly contribute to achieving the targets and meeting the objectives of the travel plan.

- Aim to concentrate efforts in the initial period post completion and then maintain these (as opposed to gradual implementation) to enable behaviour change from the start.
- Ensure these are related to the specific context of the site.
- Include 'hard measures' i.e. the infrastructure on and around the site that will help to achieve travel plan objectives e.g. secure bike parking, showering and changing facilities, safe and accessible routes.
- Include any organisational and 'soft measures' that will encourage sustainable travel e.g. season ticket loans, flexible working policy etc.
- Clarify details of how car parking will be managed and restrained e.g. permits or charging.
- Include clear details of marketing activities to encourage sustainable travel and who will carry these out.
- Provide an estimate of the cost of the key measures over the lifetime of the travel plan (such as information provision, car club membership). Demonstrate how this cost will be met and by whom.
- Use definite wording that commits to implement the proposed measure (not 'we will give consideration to...').
- See Figure 3.2 for examples of measures included in travel plans.

8) Management
- Identify a Travel Plan Coordinator (TPC) who will oversee implementation, monitoring and review of the travel plan for each occupier or group, including the TPCs name where possible or else a nominated point of contact at a senior level in the organisation. Provide clear roles and responsibilities (which may include management of deliveries and servicing, provision of personal travel planning advice, preparation and distribution of welcome packs, travel plan monitoring etc.).
- Identify any other individuals involved in managing travel plan initiatives.
- Identify how much time will be dedicated by the TPC to the travel plan and estimate cost associated with this over the lifetime of the travel plan. Confirm how this cost will be met and by whom.
- Give details of management handover arrangements to ensure smooth transfer of travel plan responsibilities from the developer to the TPC.

9) Monitoring
- Monitoring must be undertaken to ensure the site achieves the travel plan targets and objectives agreed within the planning permission.
- A clear monitoring programme should be provided detailing what and how frequently surveys will be undertaken (usually a baseline survey, and at years one, three and five), who will be responsible and how this information will be reported.
- Whether iTRACE compliant or TRAVL surveys will be undertaken and estimate the cost of these over the lifetime of the travel plan. Confirm funding for these surveys.

10) Action plan

- This is a key part of the document for the TPC and should be a programme for delivering the measures and a means of communicating this to the ultimate site users.
- It should be concise and focused on the delivery of the travel plan measures.
- It should include short/medium/long-term actions, timescales and responsibilities.
- It should include an explanation of the handover process from the travel plan author to the TPC.
- All measures to be introduced should be summarised and there should be clarity on the funding source for these.
- See Figure 3.3 for an example action plan.

11) Securing and enforcing

- It is important that the travel plan is effectively secured through the S106 agreement for the development.
- Summarise the costs associated with the measures, monitoring and management of the travel plan over its lifetime.
- State the measures in place to ensure the travel plan is implemented effectively, including remedial measures and actions that will be taken if its targets are not met (e.g. sanctions, performance bonds etc.).

Whilst it is appropriate in some instances to incorporate servicing and delivery information within the travel plan, a separate delivery and servicing plan (DSP) will usually be required and can also be secured by Section 106 agreement or condition as appropriate. The measures set out in the DSP should be coordinated with the site's travel plan.

For further information on DSPs, please see:
http://www.tfl.gov.uk/microsites/freight/london_freight_plan.aspx

ATTrBuTE assessment

If a submitted travel plan follows the format above it will be consistent with TfL's ATTrBuTE (Assessment Tool for Travel plan Building Testing and Evaluation) assessment criteria. ATTrBuTE is an online travel plan assessment tool for London which aims to:

- Improve the quality of travel plans being submitted to local authorities. It does this by setting out criteria that should be considered during development of the plan, thus providing a framework for travel plan preparation.
- Provide consistency to the way travel plans are assessed by local authorities as part of the planning process.

ATTrBuTE comprises a series of questions designed to test the extent to which a travel plan has been prepared in accordance with the guidance and travel planning best practice.

ATTrBuTE should be used by local authority officers assessing a travel plan to check that the travel plan meets the requirements for their approval. ATTrBuTE should also be used by travel plan authors to check that the travel plan meets the requirements prior to submitting the travel plan to the local authority.

It should be noted that ATTrBuTE scores only the content of the travel plan to ensure that it contains all the relevant information. The quality of the submission in terms of its relevance to the local area and transport mitigation measures is the responsibility of the local planning authority. Therefore, a 'pass' score on ATTrBuTE does not guarantee the travel plan will be acceptable to the local authority or TfL.

ATTrBuTE is available free at www.attrbute.org.uk.

Figure 3.1: Travel plan targets

Setting targets prior to the occupation of a development can be difficult. However it is important that the local authority is able to determine the likely transport impact of a proposal and to what extent the travel plan is able to mitigate this impact, in order to determine whether the development is acceptable or not. For example, travel plan targets may help to ensure that traffic generated by the development does not exceed the capacity of nearby junctions, or that the development does not lead to excessive on-street parking.

London wide targets

To help set targets in context, the Mayors Transport Strategy aims to:
- Achieve a 5% modal share for cycling (currently 2%).
- Significantly increase walking mode share above the current 24%.
- To reduce private motorised transport by 4% from a base of 43%.
- Achieve a 60% reduction in London's CO_2 by 2025.
- Balance capacity and demand for public transport.

Examples:

To increase the % mode share of staff cycling to work from 5% to 10% within 2 years of completion of the development.

Introduce flexible and home working into company policy within 6 months of occupation of the site.

To increase the number of employees walking to work by 10% (from the baseline of 18%) within 1 year of the baseline survey being undertaken[5].

Increase amount of secure cycle parking by 50% from 34 to 51 spaces by 3 months after first occupation.
The number of car vehicle trips per visitor/shopper trip will not exceed X at any time.

To decrease the number of Single Occupancy Vehicles (SOV) entering the site by 20% within 3 years of the baseline survey, to be undertaken in Spring 2014.

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[5] In an example like this, it is important to ensure targets are correctly quantified – i.e. clearly differentiate between percentage *point* reduction as opposed to *percentage* reduction. Including original values next to target values can assist here. For example, this target should mean walking mode share increases from 18% to 28%, rather than an increase of 10% on 18% (i.e. 1.8% added to 18%, resulting in 19.8%).

> *To reduce CO_2 emissions of company fleet by 20% within 3 years, from the current baseline of Xkg in 2013.*
>
> *80% of users within Phase 1 of the development to be aware of travel plan within 3 months of full occupation.*
>
> *The number of weekday vehicle trips generated by the site when site is completed will not exceed X.*

Figure 3.2: Travel plan measures to be considered

It has been shown that travel plan measures are most effective at points of 'life transition' such as moving house or starting a new job[6], and are successful in encouraging users to change previously established travel habits from the beginning. A selection of well established travel plan measures is shown below.

Travel plan management and promotion
- Appointment and training of the Travel Plan Coordinator.
- Access to personalised travel planning advice.
- Establishment of a steering group to share knowledge and coordinate the improvement of sustainable travel options.
- Provision of travel information (e.g. website link to TfL journey planner or bus real time information, use of TfL widgets, notice board, newsletter, travel advice to visitors).
- Provision of induction pack for new employees/residents, with package of incentives for sustainable travel.
- Marketing pack and training of sales staff for new residential developments.
- Holding travel plan promotional events (e.g. 'Bike Week').
- Publicise travel plan successes - people may be more likely to continue mode shift if commended as well as encouraging others.

Reducing the need to travel
- Introduce policy on flexible working (e.g. teleworking, home working, flexitime).
- Adoption of 'smart' working practices (teleconferencing, audioconferencing, hot-desking). See http://www.tfl.gov.uk/assets/downloads/smarter-working-guide.pdf.
- Local recruitment strategy and incentives for staff to relocate closer to work.
- On-site services for employees (e.g. cafe, creche, shop).
- Web access and provision of home-office space in homes.
- Home delivery drop-off points.

Increasing walking
- Promotion of public health campaigns encouraging walking and cycling, for example 'Change for life' for London 2012. Distribution of maps showing safe and convenient local walking routes to services.
- Provision of signage/wayfinding (e.g. Legible London).
- Improvements to pedestrian access/quality (e.g. safe crossings, tactile paving, dropped kerbs, disabled access, CCTV, lighting).
- Walking events such as led walks at lunchtime / after work, pedometer challenges, Walk Doctor events.

Increasing Cycling
- Provision of appropriate numbers, type and location of cycle parking facilities (e.g. covered and secure etc).

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[6] Making Travel plans Work, DfT 2007and School Travel Strategies and Plans: A Best Practice Guide for Local Authorities, DfT 2005.

- Availability of supporting facilities for staff (e.g. showers, lockers etc).
- Provision of cycle tracks/dedicated segregated infrastructure, where appropriate.
- Discounts / loans for purchase of equipment (e.g. cycle loan/tax free scheme to employees, vouchers).
- Advice or training on riding skills – link to local authority schemes if possible, use of bike buddies.
- On-site bicycle repair service (e.g. 'Dr Bike' events).
- Cycle maintenance classes.
- Pool bikes and cycle clubs. For further information please visit: http://www.tfl.gov.uk/assets/downloads/businessandpartners/Pool-bikes-for-business.pdf.
- Regular cycling promotion days.
- Provision of information on local cycle routes. Maps are available at www.tfl.gov.uk/cycling.
- Promotion of the Barclays Cycle Hire Scheme and Barclays Cycle Superhighways.

Encouraging use of public transport

- Provision of a public transport guide as part of sustainable travel information for residents/ staff/visitors.
- Integration of conveniently located bus waiting and drop off points, giving easy access to main entrances.
- Contribution towards improving public transport operations – rerouting, capacity enhancements, bus priority.
- Links to TfL journey planner on organisation's intranet.
- Access to real time service information service. For more information visit: http://countdown.tfl.gov.uk/.
- Hosting an update screen within the building for staff and visitors.
- Provision of shuttle service (e.g. private bus or minibus facilities, taxi share) to local transport hubs.
- 'Collection from station' service for visitors.
- Public transport travel subsidy (e.g. season ticket loan, Oyster card top up, pre-loaded Oyster card).
- Bus stop or bus priority improvements (e.g. shelters, accessibility, live departure information).
- Policies supporting use of public transport for travel in the course of work (e.g. pool Oyster cards).

Reducing vehicle trips

- Commitment to a parking management plan detailing how parking will be allocated and operated (whether paid permits are required, dedicated spaces for car sharers, prioritisation of new residential parking for larger units etc).
- Commitment to parking surveys, including off-site surveys if appropriate.
- 'Car free' proposals/reallocation of parking over time.
- Parking enforcement (needs-based allocation, permits, drop off areas, pay and display).
- Parking charges, with revenue ring-fenced to pay for sustainable travel measures.
- Provision of dedicated spaces for, and funding of, a car club.
- Provision of free membership of a car club for occupiers.
- Corporate car club membership. For more information on car clubs contact TfL.
- Contribution towards introduction of a controlled parking zone (CPZ).
- Capping of parking permits (e.g. residents excluded from applying for parking permits for local CPZ).
- Promoting car sharing schemes to raise car occupancy levels, including ride-matching databases, a 'guaranteed ride home', dedicated parking spaces and incentives for car

sharers such as preferential parking. Further information is available within TfL's Car Share Guidance.

- Providing eco-driving training to staff and residents. For more information visit: /www.energysavingtrust.org.uk/Transport/Consumer/Fuel-efficient-driving.
- Provision of secure powered two wheeler vehicle parking and changing facilities.
- Designated pick-up/drop-off point for taxis and/or Private Hire Vehicles.
- Providing electric vehicle charging points (both active and passive) and incentives to encourage use of electric and low emission vehicles.
- Providing dedicated parking for low emission vehicles in a priority location and supporting this through the vehicles in the company car fleet.
- Site design to reduce vehicle speed, restricted car movement through the site, Home Zone principles.
- Location of parking to minimise intrusion and avoid dominance of the site.
- Cost of parking not subsumed in cost of admission to sites, but charged separately.
- Discounts for visitors arriving by sustainable transport.
- For visitors, information about sustainable access prominently featured (ahead of directions by car) in all promotional literature, posters, web-sites etc. publicising the site.
- Marketing of sites based on their sustainable transport access and facilities, not simply availability of car parking.

For more information see 'The Essential Guide to Travel planning', Department for Transport (2007).

Figure 3.3: Example Action Plan

Objective	Target	Measure	Timescale	Responsibility	Monitoring progress towards target	Cost
To reduce the number of Single Occupancy Vehicles entering the site	To decrease the number of Single Occupancy Vehicles (SOV) entering the site from a baseline of 50% in 2013 to 30% by March 2016.	To set up a car share database	By March 2015	TPC	Number of members and matches made, % of users car sharing.	£X to set up and subscribe to car share database
		To provide priority parking spaces to car-shares	By October 2014	Site Manager	Number of spaces allocated and monitor use of these	£X to mark up bays and provide passes for car sharers
To increase active travel amongst	To increase the % mode share of	Set up a Bicycle user group	By October 2013	TPC	Group to provide feedback to TPC	Volunteer group

employees	staff cycling to work from 5% to 10% by April 2014	Install more cycle parking	By August 2013	Site Manager	Number of spaces provided and monitor use of these	£X to install cycle parking to LA standards
		Hold quarterly cycling promotion days	Scheduled: October 2013, January 2014, April 2014	TPC	Details of attendance & feedback forms from staff	Volunteers to support group. £X for promotional materials
To reduce carbon emissions from site	To reduce CO_2 emissions by 20% by 2015, from the baseline of Xkg in 2013.	To introduce a home working policy	By June 2015	TPC /Human Resources	Monitor home working uptake & calculate trips saved (CO2 saved through reduction in journeys, heating, lighting etc)	£X cost of communications to promote home working
		To invest in telephone conferencing facilities & provide training to staff	By June 2015	TPC /IT department	% of employee and visitor trips eliminated by teleworking, converted to CO2 saving.	£X cost from supplier quotes to install X number of phones
To encourage more trips by sustainable means	To increase the % mode share of staff walking, cycling and taking public transport to work from 45% to 60% by April 2016	To set up a travel plan intranet page, update regularly, including link to TfL Journey Planner	By January 2015	TPC /IT department	Monitor hits on the page, collect data every 6 months or before /after an event	Approx £X
		To arrange travel plan promotional days (at least every 3 months)	Scheduled: October 2015, January 2016, April 2016	TPC /Communications Team	Details of attendance & feedback forms from staff	Volunteers to support group. £X for promotional materials and staff time.
		To provide interest free loan for rail season ticket to all staff	By January 2015	TPC /Human Resources	Monitor uptake amongst staff	£X cost per employee for loan

To reduce vehicle trips on site	Reduce car mode share by 20% by January 2015	Appoint Car Park Manager	I month prior to occupation of Phase I	TPC	Contact details include within Travel plan	£X cost of part time employment over 5 years
		Develop Car Park Management Plan	6 months prior to first occupation	TPC / Car Park Manager	Monitor car park use every 3 months for first year post occupation and amend plan as necessary	£X cost to develop plan
		Install car club space for 3 vehicles	I month prior to occupation of Phase I	Site manager	Monitor uptake and review provision for Phase 2	£X to mark up bays
		Provide 2 years car club membership for new residents	On occupation	TPC /Sales and Marketing team	Monitor uptake	£X cost of membership based on X% take up of offer

4. How do we secure and enforce travel plan targets?

Travel plans may be secured either by way of planning obligations or conditions.

Planning obligations

Planning obligations are often the most appropriate mechanism for securing an effective travel plan. This is because obligations:

- Allow for a greater level of detail to be agreed than could reasonably be achieved by a planning condition.
- Provide the only mechanism which enables financial contributions to be secured, such as contributions towards travel plan assessment/monitoring.
- Run with the land and are enforceable against the original covenantor and anyone subsequently acquiring an interest in the land. They therefore support a long term strategy such as a travel plan.
- Better support the need to secure specific outcomes and targets as a basis for the travel plan.

Travel plans should ideally be secured via Section 106 agreements[7] in order to ensure that all the key elements of the approved travel plan are effectively protected and to facilitate monitoring and compliance with the outcomes anticipated. TfL therefore recommends that the following aspects of a travel plan are specified within the Section 106 agreement:

- A timetable for the preparation, implementation, monitoring and review of all stages of the travel plan.
- The appointment and funding of a Travel Plan Coordinator to be responsible for the management and maintenance of the travel plan, including the relationship with the local planning authority and/or other key stakeholders.
- The overall outcomes to be achieved by the travel plan; the performance indicators and targets.
- Details of the travel planning requirements for occupiers and future occupiers; the process for the monitoring and review of targets and measures.
- The measures to be implemented, such as the provision of transport infrastructure or services, or contributions with respect to their provision, parking controls and management and contributions towards other measures such as car and cycle clubs.
- A monitoring and review programme, detailing the survey methods to be used and who is responsible for funding the surveys, undertaking and reporting results.
- Any sanctions where the targets and/or indicators are not being met, and how and when they should be applied. For example, a clause which sets what would happen in the event that the car mode share or total number of cars used (identified through monitoring) exceeds the target figure.

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[7] A legal document, executed as a deed, made pursuant to Section 106 of the Town and Country Planning Act 1990.

- Any procedure for the variation by means of amendment, substitution and/or addition of targets or measures.

Example clauses for S106 agreements are provided in Figure 4.1. The specific wording in S106 agreements is matter for the local planning authority.

Figure 4.1: Example wording for S106 agreements

The following are examples of obligations from both within and outside London and are considered to accord with best practice[8]. The examples presented should be used with caution. They are not exhaustive and any clauses should be drafted on a case by case basis and checked with a solicitor to ensure they are clear and enforceable.

More examples can be found in WestTrans online tool (Reliable Obligations Used for S106 Travel plans): (http://www.westtrans.org/robust) and the DfT's Good Practice Guidelines: Delivering Travel Plans through the Planning Process' Appendix C (2009).

The travel plan (where not submitted with application)
The terms of the Travel Plan shall provide as a minimum:
- A timetable for the implementation of measures, identifying timescales and responsibilities for ensuring implementation.
- A timetable for monitoring and review of the Travel Plan for a period of not less than X years from the date of Occupation.
- An initial Baseline survey to be undertaken within 6 months of initial occupation of the Development/ when 75% of units are occupied/when 75% of staff are on site etc.
- A schedule of Travel Plan monitoring, which includes both surveys and monitoring reports to be submitted to the Council. The Length of the Monitoring Period shall not be less than 5 years from the date of Occupation of the development.
- The methods of carrying out the surveys for the purposes of Monitoring to include details of the equipment to be used, the methods of collecting the data and the methods for calculating the Modal Shift.
- The appointment and funding of a Travel Plan Coordinator.
Appointing a Travel Plan Coordinator
Prior to the Occupation of the Development the Owner/the Developer shall appoint a Travel Plan Coordinator and notify the Council in writing of the name, address, telephone number and email address of the person appointed.
Interim travel plans
Within 6 months of first Occupation of the site the Owner will submit a Final Travel Plan showing the Baseline Survey results and any updated measures required as a result of the Baseline Survey.
Specifying targets
The Travel Plan shall achieve the following targets:
i) that two years from first occupation of the Development the absolute number of car/van drivers to the site shall be no greater than the amount identified within the Initial Survey.
ii) to further reduce the proportion of car/van drivers to the Development by 5% in each of the two subsequent years

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[8] Adapted from WestTrans Section 106 tool available at: www.westtrans.org/s106

iii) that the proportion of car/van drivers to the Development will not increase above the target specified in the Travel Plan or such other target as shall be agreed by the Council and the Owner (or any successor in title to the Owner).
<u>Specifying measures</u> *The Developer shall before Occupation of any Dwelling/Unit procure that each intending occupier is offered a personalised Travel Plan which is individual to that occupier and comprises at least a statement of that occupier's:* *i) travel needs* *ii) future sustainable travel options* *The Developer shall prior to Implementation submit a draft scheme for the operation of a car club to the Head of Planning for their approval. Such scheme in its approved form being referred to herein as the 'Car Club Scheme' to include:* *i) the minimum number of Car Parking Spaces in the Development reserved for car club parking to be made available by the Developer to residents of the Development;* *ii) the timing of the start of the operation of the car club on the Site; iii) a Strategy to support take-up e.g. incentives, marketing.* *iv) a trigger for the provision of further car club spaces.*
<u>Monitoring</u> *The Developer undertakes that it will each year submit an Annual Monitoring Report to the Council for approval, which shall demonstrate to the Council's reasonable satisfaction how the Travel Plan has been implemented during the previous 12 month period to include:* *i) Measures introduced and actions taken to promote the Travel Plan.* *ii) A statistical summary of the Modal Split of Employees/ Residents/ Users disclosed by the Monitoring Surveys.* *iii) The progress of the Travel Plan in achieving targets and identifying any amendments to the Travel Plan to be agreed in writing by the Council in the event that targets as set out in the Travel Plan are not achieved.* *iv) A plan for future actions to be implemented.*
<u>Sanctions</u> *In the event that the vehicle trips to and from the Site as recorded by the said automated system exceed XX in any calendar year, the Owner shall within 28 days of receipt of notice of the number of vehicle trips exceeding XX, pay to the Local Planning Authority the Trip Mitigation Sum i.e. a sum calculated by reference to the number of trips in excess of XX (for example X% difference above target XX no. of staff X max daily no. of car movements per employee x £210 + 10% admin fee). The Trip Mitigation Sum shall be expended only upon the Trip Mitigation Measures.* *Prior to the commencement of the Development the Developer shall submit to the Council a performance bond in accordance with the draft appended and to secure an amount not less than £X which is executed as a deed and underwritten by a reputable assurance company to guarantee the performance of its obligations hereunder (the 'Performance Bond'). In the event that the Annual Monitoring Report shows that the Travel Plan has failed to meet the Travel Plan Objectives/Targets in any respect, then the Developer shall implement the remedial measures proposed in the Travel Plan to the Council's reasonable satisfaction. If the developer fails to implement the agreed remedial measures, the Council shall use the Performance Bond to fund the delivery of the Travel Plan measures.*

TfL considers that all Full Travel Plans should be secured through a Section 106 agreement and TfL strongly recommends that where any monitoring is required to be undertaken for a Travel Plan Statement, this is also secured through a planning obligation.

Planning conditions

Planning conditions can have the advantage of being simple and straightforward to impose. However, they can be rigid, limited in scope and cannot, for example, be used to secure payment of monies to fund the measures stated in the travel plan. They can also be overturned on appeal. Use of a planning condition to secure a travel plan is generally only appropriate in limited circumstances, for example for a small scale development with relatively minor transport implications and/or where the contents of the travel plan itself are straightforward.

An example of a condition:

Prior to first occupation of the development, a travel plan which shall include clear objectives and modal split targets, together with a time-bound programme of implementation, monitoring, regular review and update; and be based on the particulars contained within the approved development, shall be submitted to and approved in writing by the Local Planning Authority and thereafter operated in accordance with the agreed details.

Whether a condition or an obligation is used to secure the travel plan will depend on the location, type and scale of development and the planning or transportation context. Planning authority officers can help to make the process of developing and agreeing planning obligations as smooth and efficient as possible by hosting discussions with all stakeholders and agreeing the overall approach to be taken as early as possible.

Management and implementation of travel plans

Successful implementation of the travel plan is in part related to the level of commitment of the applicant to the process. Implementation of the travel plan will necessitate some financial costs which may be borne by the occupying organisation and/ or developer, depending on the strategy set out within the travel plan.

It is important that discussions about the costs associated with the implementation of the travel plan (i.e. the funding of the management, measures and ongoing monitoring) occurs in the early stages of the planning process and that this is secured through a planning obligation. TfL recommends that an estimated budget is set out by the developer to help inform discussions on the S106 agreement.

The Travel Plan Coordinator (TPC) is responsible for the travel plan, including implementation, monitoring and progress reporting, and is the main point of contact for the travel plan. The TPC should ideally have knowledge and experience of sustainable travel initiatives and be supported by senior management. In some cases a consultancy may be commissioned to undertake this role. However TfL recommends the responsibility is given to someone involved in the day to day running of site as soon as reasonably possible. Previous experience has shown that it is vital that the TPC is briefed by the author of the travel plan as to its implementation, and the handover procedure for this should be articulated within the action plan.

The amount of time that the TPC will spend on the travel plan will depend on the size of the development. For example, it may be possible for the TPC to undertake the role on a part-time basis alongside other duties within the occupying organisation. However, in circumstances where the development is fairly large and/or employs a significant number of employees, it may be necessary for the TPC to be employed on a full-time basis.

The travel plan should describe how implementation of the plan will be managed and provide full details of the approach to travel plan coordination. The contact details of the TPC should be included regardless of the form of the travel plan and should be made known to the local planning authority (and TfL in referred applications).

To confirm, when a travel plan is secured through a S106 agreement the responsibility for the travel plan and its requirement to be implemented and maintained as agreed within the planning permission is passed on to successors in title when the owner or occupier of a development changes.

Funding for monitoring travel plans

There are two options as to how the requirement for undertaking monitoring surveys can be secured:
- The occupier/developer commissions the surveys when they are due using methodology approved by TfL and the Council. The company undertaking the surveys informs the Council that they are carrying out the monitoring, and provides the results to the Council following data collection within a specified period of time. If the occupier/developer fails to commission the surveys when they are due, the Council will commission the surveys and recover the cost from the occupier/developer. This can be incorporated in the planning obligation; or
- An agreed monitoring fee is secured through the planning obligation and paid prior to occupation. The Council then uses the fee to commission surveys as and when these are due.

Local planning authority assessment fees

In addition to survey fees, Councils often secure an additional fee through the planning obligation to cover the Councils administrative costs associated with reviewing travel plan monitoring results[9]. This is dependent upon the nature and complexity of the development. Fees should reflect the amount of local authority officer time required to undertake evaluation of the initial plan, assess the monitoring

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[9] Section 93 of the Local Government Act 2003 provides the power to charge for discretionary services. These are services that an authority has the power, but not a duty, to provide. Charges, which should be published, must be on a not-for-profit basis (year by year) and local authorities would need to be able to demonstrate that any payment does not exceed the cost of providing the service.

data and participate in consequential reviews, and discussions to agree any amendments to the travel plan in the future. Increasingly, fees from developments with travel plans are used to help fund a travel plan monitoring officer position either within, or attached to, the local authority.

Local authorities may also work in partnership to assist with travel plans. These partnerships can undertake the following activities:

- Locate and track travel plans in the area.
- Provide information for benchmarking and monitoring, including establishing and providing a standardised monitoring system.
- Provide advice and technical expertise to applicants and local authorities.
- Undertake evaluation of draft travel plans and provide feedback.
- Ensure that travel plans are implemented and achieve the outcomes sought.
- Use local information and collective expertise to inform policy development.

Funding for such a partnership may be derived from fees or secured through Section 106 agreements for travel plan evaluation and monitoring. Some or all of that receipt can be used for the purpose agreed and pooled between the relevant local planning authorities. This has been promoted as a cost-effective way of all parties securing the service that they need.

An example of successful partnership in London is WestTrans which is a partnership of six West London boroughs: Ealing, Brent, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow. The partnership is led by Ealing Council and the WestTrans team works closely with transport planners and planning officers at all 6 boroughs to ensure that the way in which the travel plans are secured, written and monitored promotes sustained and measurable behaviour change. For more information please see:
http://www.westtrans.org/

Failure to deliver agreed measures

Enforcement action or instigating default mechanisms can be used to deliver specific measures or outcomes but should be seen as a last resort in the event of a failure to achieve targets. Initially, the preferred option should always be negotiation between parties to agree amendments to the travel plan as part of the review process.

Nevertheless, the planning obligation should set out the default mechanisms and remedial actions that will be activated in the event of failure to deliver agreed measures and outcomes, and a subsequent failure to agree an amendment to the travel plan, so that all parties are clear on the consequences of not complying with the secured travel plan. TfL recommends that default mechanisms are tied both to the failure to meet outcome targets as well as a failure to deliver key measures. The details of the remedial measures will depend upon the nature, scale and severity of

the transport impacts if the aims and/or targets are not achieved, and the sanctions and/or payments must be reasonable and proportionate.

There are a range of sanctions that might be used:

- Implementation of works expected to remedy the failure to achieve agreed outcomes (e.g. new cycle facilities, occupier resourced shuttle bus linking site to local transport hubs).
- Payments to the local authority to cover the costs of implementing measures, which were agreed but not implemented (e.g. improvements to junction design, introduction of a CPZ etc). This mechanism also includes payments to implement certain measures which have been identified previously in the LDF or Local Implementation Plan.
- Payments to the local authority to cover the cost of taking action to deliver the agreed targets where these have not been achieved (e.g. payments to support improved public bus services).
- Limitations on the way the site can be used in the future such as partial occupation or restriction on implementation of future phases of the development authorised by the planning permission, until the agreed targets and/or outcomes have been achieved.
- Performance bonds can also be requested by the local authority prior to commencement of the development. These are used as an insurance measure to protect the local authority against loss if they have to undertake works relating to obligations that are not fulfilled (e.g. to undertake periodic monitoring). Bonds are more commonly used in relation to highway works that form part of a Section 278 agreement (under the Highways Act 1980) and must be underwritten by a reputable assurance company. The amount of the bond varies but should cover the costs incurred in undertaking surveys and implementing agreed measures in the travel plan. The bond (or any unused part of it) must be returned to the owner at the end of an agreed period.

Any default mechanisms put in place must meet the requirements set out in Regulation 122 of the Community Infrastructure Levy Regulations 2010 governing the use of planning obligations. It is important to emphasise that the payments associated with any default mechanisms put in place must not be punitive and are not financial penalties, but are a means of addressing any shortcomings and ultimately ensuring the travel plan's success. In some instances it may be more appropriate to use non-financial sanctions, such as more active or different marketing of sustainable transport modes or additional traffic management measures.

5. How do we monitor the progress of travel plans?

All Full Travel Plans must undertake monitoring surveys in accordance with TfL's guidance. A standardised approach across London is essential in order to ensure the collection of consistent and robust data which will enable borough officers, TfL (where relevant) and developers and occupiers to:

- Monitor progress in achieving a travel plan's targets – and identify refinements to be made to the plan if it is not on course for achieving these.
- Assess the effectiveness of travel plans and the specific measures implemented as part of a travel plan for encouraging sustainable travel.

Following a survey of the site, or at a frequency agreed within the travel plan, a monitoring report should be submitted to the Council. This concise report should include a summary of any measures implemented, the survey results with comparison to previous surveys and travel plan targets, and an updated action plan including revised targets if necessary.

As well as enabling stakeholders to understand the progress of the travel plan, the collection of data as part of the travel plan process can also bring wider benefits. Travel plan monitoring can provide the local authority with data to inform their annual monitoring reports and to assist in monitoring borough-wide progress in achieving local objectives such as environmental targets.

Whilst a travel plan would normally cover a 5 year period, boroughs may request a longer period of monitoring, for example 10 years, if they consider that there may be significant traffic impacts associated with the development or if the development is to be phased over a longer period. In cases where a site is being developed in phases, the baseline survey should occur at a time when a significant proportion of each phase is occupied and the trigger point should be agreed with the local authority and specified in the travel plan and S106 agreement. After the initial monitoring period specified in the S106 agreement, organisations should be encouraged to continue monitoring on a voluntary basis every two years thereafter. For this reason it is essential that whoever has responsibility for monitoring compliance (normally the TPC) should be clearly identified in the travel plan at the outset.

There are two approved methods for monitoring travel plans in London:

iTRACE

iTRACE is an online tool that supports the development and monitoring of travel plans in London. It comprises two key elements:

- A range of tools including online site audits, online/paper-based employee travel surveys and travel plan templates which organisations may use to develop their travel plan. Use of these tools is not a mandatory requirement to achieve iTRACE compliance, although their use would help ensure this.

- A travel plan Project Management Application for use by local authority planning officers. This facility enables a range of key data related to individual sites (such as contact details, site description, baseline mode split and travel plan targets etc) with travel plans to be input into the iTRACE database by borough officers. iTRACE generates automatic reminders at key milestones such as when surveys are required. This enables officers to monitor and keep track of the number, status and effectiveness of travel plans in their borough.

The standard suite of reports available to borough officers includes a number of site specific reports which cover a variety of topics from project management aspects e.g. 'inspections due', to performance monitoring aspects such as modal shift achievements.

The iTRACE standard travel survey is available at: www.london.itrace.org.uk. 'iTRACE compliancy' means that the following activities must be undertaken as part of a travel plan:
- An iTRACE compliant baseline survey (usually within six months of first occupation or at 75 per cent occupancy if end user unknown, whichever is sooner) to establish the baseline modal split. For developments where the end occupier is known at application stage, iTRACE compliant surveys should be undertaken where possible (e.g. where a workforce from the same company exists at a different site) to inform the travel plan to be submitted as part of the planning application.
- Periodic (normally at 3 and 5 years post implementation) iTRACE compliant monitoring surveys – this enables modal shift to be identified.
- An organisation may wish to develop its own tailored questionnaire to meet the specific requirements of its site. This is acceptable as long as 'main mode' data is collected[10].
- The answers to the 'main mode' question should be used to identify the mode split for the site.
- Other data collected might include:
  - Personal information such as home postcode, job type, nature of work and working hours.
  - Reasons for choice of travel mode and barriers to travel by sustainable modes.
  - Attitudinal information about measures which are likely to encourage a switch to sustainable alternatives.
  - The amount of business travel undertaken during the working day and opportunities for switching to alternatives.
- Surveys should ideally be undertaken at a similar time each year and in a 'neutral' month, avoiding school holidays.

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[10] The main mode of travel is the mode that the respondent uses for the longest distance on any journey leg. So, whilst respondents may be asked to provide information for all legs of their journey, and to record time spent travelling on each leg, this is not a prerequisite to ensure compliancy.

Surveys may be undertaken online or via hard copy, whichever is considered to be most appropriate for the nature of the organisation to ensure a good and representative response. Organisations should aim to achieve a response rate of at least 30 per cent for baseline surveys, or at least be able to provide assurance to the local authority that the sample is representative if this response rate is not achieved.

TRAVL

The TRAVL (Trip Rate Assessment Valid for London) database holds multi-modal, origin-destination survey data collected at a range of sites in London. The database holds information about absolute numbers of vehicles/people entering and exiting a site on a particular day, as well as the mode share of site users. TRAVL uses an established and comprehensive survey methodology that has been promoted and used in the London boroughs for many years. Different types of surveys are required for each land use type and cover all aspects of traffic and people movement. For more information about the TRAVL database please visit:
http://www.travl.org.uk/

Importantly, TRAVL allows users to select and retrieve survey data recorded at comparative sites, and then to use this data to predict the number of trips that will be generated by a particular development proposal. This information is subsequently used to develop transport assessments (TAs) which enable borough officers to understand the impact of proposed developments on the road and public transport network.

The TRAVL database holds a range of information including:
- Descriptive information about the site (size, public transport accessibility level
- (PTAL), number of parking spaces etc)
- Daily trip counts/rates by journey purpose, for example, staff, visitor etc
- Mode split by journey purpose
- Distribution of trips by time
- Delivery information by vehicle type
- Parking accumulation
- Duration/location of freight loading/unloading
- Origin/destination information
- Key information about the travel plan such as whether the site has a travel plan coordinator, measures in place such as whether the site has a car share scheme, car park management/parking permits, flexible working etc

Inclusion of travel plan information in TRAVL will enable future TAs to incorporate more accurate predictions as to the impact that a travel plan may have on trip generation when introduced as part of a development proposal, such as the influence of the specific travel plan measures on mode shift.

iTRACE or TRAVL?

TRAVL surveys are generally appropriate for larger and/or more complex sites or other sites where the borough considers that the absolute numbers of vehicles coming on to a site may be as important as the mode split proportions. All developments for which a Full Travel Plan is required should have TRAVL compliant monitoring surveys. TfL recommends that all other travel plans and Travel Plan Statements have iTRACE compliant surveys. In the planning stages it should be agreed whether monitoring should be iTRACE or TRAVL compliant and this should be specified in the S106 agreement or planning condition.