Sustainable Transport for New Development

Northolt

Greenford

Perivale

Hanwell

Ealing

Southall

West Ealing

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1 Introduction

1.1 This Supplementary Planning Document (SPD) sets out Ealing Council's requirements in terms of transport provision for significant developments needing planning permission.

1.2 This SPD will form part of Ealing's Local Plan and it supplements the policies contained within the Development Strategy, Development Sites and Development Management DPDs and the London Plan 2011 which together form the Development Plan for the borough. This guidance will therefore be a material consideration for decisions on planning applications. It has been prepared in line with the requirements of the Planning and Compulsory Purchase Act 2008 and associated regulations and guidance on the preparation of supplementary planning documents.

1.3 This SPD has been published in accordance with Regulation 17 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.

1.4 Whilst this SPD will be useful to anyone seeking to understand how planning for sustainable travel fits into the overall development process, it is primarily aimed at developers and their agents.

Sustainable transport and travel plans

1.5 **Sustainable transport** refers to transport that is environmentally, socially and economically sustainable and includes walking, cycling, public transport, car-sharing and use of electric and other alternatively-fuelled vehicles. **A travel plan** is a long–term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action, and is articulated in a document that is regularly reviewed. It involves the development of agreed and explicit outcomes linked to an appropriate package of measures aimed at encouraging sustainable, active and healthy travel.

Benefits of travel plans

1.6 Travel plans can assist in: achieving the objectives of the *'London Plan';* developing London's economy in a sustainable way; and reducing the impact of new developments on the transport system and the environment. In Ealing, they can help address some of the borough's key transport challenges including managing traffic volumes and ensuring accessibility.

1.7 More specifically, travel plans can deliver a range of other benefits to a range of stakeholders including:

l **Organisations** - can benefit from reduced parking demand; better access and reduced congestion at their site, as well as cost savings and a healthier workforce. Travel plans also enhance the environmental credentials of organisations and assist in improving their standing in the local community.

l **Staff** – enjoy improved health, reduced travel time and cost savings, as well as greater travel choice and improved accessibility.

I **The local community** – can benefit from transport improvements in the local area, which can itself improve social inclusion.

Planning context and the Local Development Framework: An overview

1.8   The Development Strategy DPD (adopted April 2012) sets the overarching vision for the borough to 2026. It is complemented by the Development Sites DPD, which allocates land for a particular uses or type of development to deliver specific objectives within the Development Strategy, and the Development Management DPD, which guides decisions on planning applications in the borough.

1.9   Local Plan policies are clarified and amplified where appropriate by supplementary planning guidance (SPDs/SPGs). Supplementary planning guidance brings together planning and other considerations e.g. environmental health and transport, which need to be taken into account by organisations or individuals proposing development or affected by development. Supplementary planning guidance can be used in determining planning applications and has the legal status of a 'material consideration', which the local planning authority is entitled to take into account in making decisions.

2   National and Regional Policy Context

2.1   This section provides an overview of key national and regional policies relevant to securing travel plans in London.

NATIONAL POLICY CONTEXT

2.2   The need to manage transport in new developments is enshrined in many national policy and guidance documents. The Government established the need to reduce car dependency, increase travel choices and encourage sustainable distribution through key documents such as:

ı   **The National Planning Framework (NPPF):** *Planning, Building and the Environment* (2012) which states that plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people. Therefore, developments should be located and designed where practical to;

- accommodate the efficient delivery of goods and supplies;

- give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;

- create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones;

- incorporate facilities for charging plug-in and other ultra-low emission vehicles; and

- consider the needs of people with disabilities by all modes of transport.

- A key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan.

ı   **Towards a Sustainable Transport System: supporting economic growth in a low carbon world** (2007);

ı   **Delivering a Sustainable Transport System** (2008);

ı   **The Stern Review** (2006);

ı   **The Eddington Transport Study** (2006); and

2.3   The NPPF emphasises the need for travel plans to be required as a for all developments which generate significant amounts of movement and states that travel plans are a tool for the planning system to deliver sustainable transport objectives.

2.4   Local authorities should seek to ensure that strategies in the development plan and the local transport plan are complementary: consideration of development plan allocations and local transport priorities and investment should be closely linked. Local authorities should also ensure that their strategies on parking, traffic and

demand management are consistent with their overall strategy on planning and transport. In developing the overall strategy, local authorities should: take into account the potential for changing overall travel patterns, for instance by improving the sustainability of existing developments through a fully co-ordinated approach of development plan allocations and transport improvements;

2.5   The Department for Transport's **Good Practice Guidelines: Delivering Travel Plans through the Planning Process** (2009) outlines the role and benefits of travel plans in the planning process, the way to secure them and their inter-relationship with Transport Assessments[1]. It also discusses the requirements and elements of an effective travel plan.

2.6   Other national policies relevant to travel plans include:

I   **Public Health White Paper**: *Choosing Health: Making Healthy Choices Easier* (2004) which promotes the need to build cycling and walking into people's daily lives, to increase physical activity levels of the nation.

I   **Active Travel Strategy (2010):** The Department of Health and Department of Transport jointly collaborated on this strategy. The strategy highlights plans to put walking and cycling at the heart of local transport and public health strategies over the next decade. The guiding principles for the strategy are that walking and cycling should be everyday ways of getting around – not just for their own sake but also because of what they can do to improve public health, tackle congestion, reduce carbon emissions and improve the local environment

REGIONAL POLICY CONTEXT

2.7   **The London Plan 2011** guides development in London at a regional level. The London Plan is the Mayor's spatial development strategy and provides an integrated economic, environmental, transport and social framework for the development of the capital over the next 20 to 25 years.

2.8   The Plan's objectives of greatest relevance to travel planning are:

• to ensure that London is a city where *everyone can access jobs, opportunities and facilities* with an efficient and effective transport system that actively encourages walking and cycling and makes better use of the Thames.

• to ensure that London is a *world leader in improving the environment locally and globally*, at the forefront of policies to tackle climate change, reduce pollution, develop a low carbon economy and consume fewer resources and use them more effectively.

2.9   Integration of transport and development to reduce the need to travel, is a strategic focus of The London Plan. The Plan also addresses the need to:

• reduce emissions from transport;

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[1] A Transport Assessment is a statutory document that accompanies a planning application and demonstrates how the development proposals are likely to impact on the local environment in transport terms.

- provide for pedestrians and cyclists;

- consider development proposals in light of existing transport capacity and proximity

- to major freight routes (as relevant); and

- promote actions to achieve wider environmental sustainability in London.

2.10 The London Plan also supports and encourages the widespread use of innovative energy solutions to reduce the use of fossil fuels, in particular electric and hydrogen fuel cell vehicles.

2.11 Under the Planning and Compulsory Purchase Act 2004, planning applications in Ealing must be determined in accordance with the borough's LDF and the London Plan.

2.12 The second **Mayor's Transport Strategy (MTS II) (2010)** sets out the transport vision for London over the next 20 years to accommodate the projected housing and employment growth in a sustainable manner. Like the London Plan, MTS II emphasises the importance of integrating land-use planning and transport to support the use of sustainable transport modes.

2.13 The Mayor's **Electric Vehicle Delivery Plan (2009)** seeks to mainstream the use of electric vehicles and ensure that the necessary infrastructure is provided in London. The Plan includes provision of 25,000 charging points for electric vehicles across London by 2015, which will be implemented in partnership with boroughs and businesses. Travel plans have an important role to play in helping to deliver the charging points programme.

Specific guidance on developing, implementing, monitoring and securing travel plans in London is provided in **"Travel Planning for new development in London; incorporating deliveries and servicing (March 2011)"** by Transport for London[2]. Ealing's requirements for travel plans for new developments are in accordance with this guidance.

- **Securing Planning Obligations through Section 106:** It is expected that travel plans will be secured through section 106 as the TfL Guidance states that this often the most appropriate mechanism for securing a travel plan. However the planning obligation will need to meet certain tests as outlined in ODPM circular 05/2005

2.14 **ODPM 05/2005 Circular (ODPM):** (2005) states that a planning obligation must be:

- relevant to planning;

- necessary to make the proposed development acceptable in planning terms;

- directly related to the proposed development;

- fairly and reasonably related in scale and kind to the proposed development; and;

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[2] This Guidance supersedes and combines the previous 'Guidance for workplace travel planning for development' and 'Guidance for residential travel planning' published in March 2008 – and draws on lessons learnt over recent years.

- reasonable in all other respects.

SUB-REGIONAL POLICY CONTEXT

2.15   There are also a number of transport and planning policies relating to the West London sub-region that influence policy at the borough level. Regional policies of particular relevance to this SPD are outlined below.

West London Sub-Regional Transport Plan: (WLSRTP 2012)

2.16   TfL, the West London boroughs, West London Business, BAA and other stakeholders in the West London Alliance (in which Ealing borough is the accountable authority) worked closely together in developing this sub-regional transport plan (SRTP) originally published in November 2010. A subsequent addendum has been published March 2012.

2.17   The purpose of the plans is to set out the transport strategy to address the particular challenges faced by each of the London sub-regions, of which there are five in all. The plans are informed by the Mayor's Transport Strategy (MTS) and by local authority transport priorities for improvement. The plans provide a sub-regional context for individual local authority LIPs. The SRTP sets out contributions to meeting the challenges - and hence the outcomes - of the MTS, and form a bridge between the MTS and individual local authority transport objectives.

2.18   Key objectives of the Plan include *'reducing transport contribution to climate change and improving its resilience'* through promoting cleaner vehicle technology for freight, and promoting the use of car clubs and electric vehicles in locations where these are most likely to be taken up.

2.19   The Plan promotes partnership working with TfL including the development of a sub-regional multi-modal model and prioritised the following challenges for the sub-region:

- Improve north/south public transport connectivity;
- Enhance east/west capacity and manage congestion;
- Improve access to, from and within key locations;
- Improve air quality;
- Enhance the efficiency of freight movements in West London

Sub-Regional Development Framework for West London

2.20   The Sub-Regional Development Framework (SRDF) emphasises the importance of locating major new developments in close proximity to public transport infrastructure and this forms the basis for spatial allocations set out in the document. The close integration of transport and development will support growth in the region and ensure that residents have access to services and facilities. The document recognises that the integration of transport and development can help to manage travel demand and bring about reductions in car use. Maximising densities in new development is also seen as important as this helps to support demand for public transport where otherwise passenger volume would not be sufficient to support a high quality service.

2.21   The SRDF states that it is vital that for individual sites, the scale, form and phasing of the development is integrated with the capacity and accessibility of the public transport system. Developments that will be significant trip generators should be sited where there is good public transport accessibility and good or sufficient planned capacity.

3   Local Context

The London Borough of Ealing

3.1   Ealing is an outer London borough in West London with a population of 348,449, and covering 24 square miles. It borders five other London boroughs – Hammersmith and Fulham, Hounslow, Hillingdon, Harrow and Brent.

3.2   Over 11,000 businesses are based in the borough providing employment for 150,000 people, 56,000 of whom commute into the borough.[3] The borough is dissected by several major roads, most notably the A40, which links central London with the M40 and runs east-west through the borough. The M4 is beyond the borough boundaries to the south but is fed by the north-south A406 (the North Circular) in the east of the borough and the A312 in the west of the borough.

3.3   There are 27 national rail, Overground and Underground stations across the borough. These stations are served by national rail services from London Paddington, the Central, District and Piccadilly lines and Overground services between Richmond and Stratford.

3.4   The 2011 census shows that 64.8% of Ealing's households own at least one car. This was lower than the UK average of 72%, but higher than the London average of 58.2%.

3.5   In Ealing, 35.4% of residents do not have access to a car, which is less than the London average of 41.6%. The proportion of residents that commute by car (33%) is slightly higher than the London average, with a slightly lower proportion than average travelling by public transport.

Transport policy and the Local Plan

3.6   The Local Plan addresses six major aspects of transport policy:

I   **Integration of land-use and transport planning to reduce road traffic.** This will be achieved by guiding development toward sites in highly accessible locations, promoting the development of neighbourhoods where people can reach employment and services easily, and promoting sustainable travel choices.

I   The **use of parking policy to restrain car use** within new developments and through on-street parking controls.

I   **Improvements to public transport** to make it more competitive with the private car.

I   The **intensive promotion of walking and cycling**, which may involve the reallocation of road space in line with national guidance.

[3] West London Economic Assessment, 2007

I The **health and safety impacts of transport** will be a factor in considering development proposals along major roads. The introduction of home zones and traffic calming measures may be pursued as mitigating measures.

I Regional transport issues promoting a **fully integrated freight distribution system** to meet the needs of business.

3.7 The approach of the Local Plan to transport is grounded in the NPPF's principle of reducing the need to travel:

I **Planning consent will only normally be given to development that ensures traffic safety and promotes use of public transport by visitors**, employees and residents and provides a travel plan and Transport Assessment when requested by the local planning authority.

I **Development proposals should facilitate cycling** through the provision of secure cycle parking and cycle routes within the development, and the provision of shower and changing facilities at major developments.

I **Low car housing will be encouraged** in areas where car ownership and use will be low enough to justify the proposal <u>or</u> the developer undertakes to form or contribute to a car club; <u>and</u> the residents occupying the development are committed to contribute to its management as indicated in a travel plan and confirmed in a legal agreement.

I The council will **respond positively to applications for the alternative use and development of private non-residential parking areas**, provided that the proposed development is accompanied by a travel plan which can justify the loss of parking spaces.

3.8 The policies are intended to facilitate sustainable access to employment, schools, shops and services. The design and layout of development is expected to include cycle facilities that provide for the needs and safety of cyclists. Developers may also be required to contribute to the introduction or enhancement of sustainable transport infrastructure.

Challenges and Opportunities

Congestion on the road network

3.10 Congestion on the road network is a major concern for residents and organisations in the borough. Congestion is caused principally by traffic volumes which exceed the capacity of the road network. Junctions are one of the main limits on capacity and whilst steps can be taken to speed up traffic flows between junctions, little can be done to increase capacity at junctions. This highlights the importance of reducing overall traffic volumes.

Better accessibility

3.11 The Council recognises the multi-modal nature of people movements in the borough

and at the same time the need to facilitate schemes and processes that offer good quality alternatives to car travel, in order to help reduce congestion. This can be done by assisting with the efficient provision of public transport services, by facilitating cycling and walking and by promoting specific projects such as car clubs and school/ residential/ workplace travel plans.

Reducing the number of short distance car trips

3.12   Almost two thirds of all road trips in London are less than 5 kilometres in length. Encouraging people to walk and cycle for short distance trips could have a positive effect on reducing congestion. This could be achieved through, for example, the introduction of more pedestrian and cycle-friendly traffic management, on-road cycle training and adequate cycle parking facilities. Each of these measures can be implemented through travel plans.

Local Implementation Plan (LIP)

3.13   Ealing is legally required to produce a Local Implementation Plan (LIP) to specify how it will implement the Mayor's Transport Strategy (MTS) revised in May 2010. The London Borough of Ealing is committed to making this borough a safer, greener and healthier place to live and work.

3.14   The eight LB Ealing LIP 2011-14 objectives cover road safety, sustainable travel and key links, smoothing the traffic flow/improving journey time reliability, improving quality of life, promoting healthy travel behaviour, improving access for all, improving the condition of principal roads and reducing the contribution and resilience to climate change. These eight objectives will remain in place until at least 2031.

3.15   The Ealing LIP also reflects MTS goals, which are to support economic and population growth, quality of life, safety and security, opportunities for all, reduce contribution to climate change.

3.16   The LIP contains a programme of local transport projects and a monitoring framework with targets that include 'walking and cycling mode shares, road casualties, CO_2 emissions, air quality and car club bays. An updated Ealing LIP document will be produced to cover the period 2014-2017.

4   Transport Assessments

4.1   A Transport Assessment (TA) is a statutory document which accompanies a planning application for developments that will have significant transport implications. A TA demonstrates how the development proposals are likely to impact on the local environment in transport terms and considers issues before, during and after construction.

4.2   The TA, and any associated travel plan, are used to determine the planning application and will inform the Council's decision by providing details on the development proposals which will assist in answering questions such as:

- Is the development contrary to any LDF policies and/or any other proposed schemes in the area?

- Is the transport impact of the development acceptable?

- Does the proposed development need to be scaled down or phased?

- Is the parking provision for cars, cycles, deliveries and servicing vehicles etc. acceptable?

- Are sustainable transport modes being effectively promoted?

- Are improvements to the transport infrastructure and transport service required?

- Is the development safe, and the layout operationally acceptable?

- What level of financial contributions for sustainable transport initiatives will be required?

4.3   The TA should identify the mitigation measures that may be required to deal with the predicted transport impacts and how improvements in accessibility and safety, especially for pedestrians, cyclists and public transport users will be made. The TA will inform both the final design of the development and where applicable the travel plan.

4.4   Transport for London has published guidance on developing TAs; **'Transport assessment best practice: guidance document'**, aimed primarily at referred applications but relevant to any TA. For referred applications, the Transport for London guidance should be consulted in addition to borough guidance.

When is a Transport Assessment required?

4.5   Unless otherwise agreed with Transport for London, a full TA is required for all development proposals that are deemed to be strategically important (including those fronting Transport for London controlled roads) and which are referred to the Mayor under the Town & Country Planning (Mayor of London) Order 2008. The criteria used to determine which applications will be referred to the Mayor of London are detailed in **'Transport assessment best practice: Guidance document'** (Appendix A).

4.6   For developments that are not referred, the thresholds and criteria for determining whether a TA will be required are set by individual boroughs. In Ealing, a TA will usually be required when a proposed development is

expected to have a significant transport impact on users and infrastructure in the vicinity of the site. Factors influencing the decision to request a TA include:

I **the scale and nature of the proposed development** (including floor area, number of employees and operational aspects);

I **new travel demand generated by the development** and any other development proposals in the vicinity.

The sensitivity of land uses adjacent to the site and any existing transport strategies or policies close to the site may also influence Ealing Council's decision to request a TA.

4.7 In general, a development that will generate more than 5% of the total vehicular traffic flow (one way - any hour / any day) on the adjacent (free flowing) highway network should provide a TA. Where existing traffic conditions are already congested, proposals for significant development would also require a TA.   A TA will usually be required if the following trip generation criteria are exceeded:

I More than 500 person trips per day

I More than 500 vehicle movements per day

I More than 100 peak hour person trips (07.00 – 10.00 and 16.00 – 19.00)

I More than 50 movements in a single hour

I More than 20 heavy goods vehicle (over 7.5 tonnes) movements in a single day

I Any goods vehicle movements between midnight and 06.00

I Twenty or more car parking spaces are proposed or where there is less car parking provision proposed than the London parking standards (see Appendix C)

4.8 As a guide, developments in excess of the following thresholds are likely to exceed the trip generation criteria set out above and so require a TA:

TABLE 4.1   GUIDELINE THRESHOLDS FOR REQUIRING A TRANSPORT ASSESSMENT

	Description	Threshold (GFA) Sqm.
A1	Foodstore	2000
	DIY store	2000
A3	Fast Food	400
		100 seats
B1 / A2	Office	2000
B2	Industry	4000
B8	Storage & Distribution	4000
C1	Hotel	100 beds or includes conference room
C2	Hospitals	100 beds
C3	Dwellings	100 units
D2	Entertainment	> 200 person capacity

The precise Transport Assessment (and travel plan) requirements for a given site should be agreed with Ealing Council at pre-application stage.

What should the Transport Assessment include?

4.9   It is recommended that pre-application advice is sought to confirm the scope of any Transport Assessment. The content of the TA will vary depending on the size and nature of the development and the location of the site. Table 4.2 provides a summary of the information that should be provided. Much of the information provided in the TA will directly inform the travel plan and given the inter-dependence of these two documents, **it is essential that they are consistent with each other.** Table 4.2 indicates the degree to which different elements of the TA can inform the travel plan. It should be noted that the travel plan will also include some information not included in the TA.

TABLE 4.2   TRANSPORT ASSESSMENT: CONTENT

CONTENT	DESCRIPTION
	Note: (✓)/(✓✓) indicates the degree to which information in each section is also likely to be included in the travel plan; two ticks = more directly linked. Comments related to the relationship with the travel plan are also provided in places. Detailed site location plan – 1/1250 scale. (✓✓)
Introduction & Background	Full description of development proposals including Internal Site Layout: Service areas, emergency services routes, access for persons with disabilities, road markings/signs, traffic calming, sightlines and visibility splays. (✓✓) Details of any previous applications (withdrawn, refused, superseded, appeals) Details of any proposed highway improvements. Policy context (✓ - **but additional travel plan policy required in travel plan document**)
Baseline conditions	**Existing land use:** including floor areas, existing operation of the site including car parking, cycle parking, motorcycle parking (✓) **Local area:** Demographic information, employment/economic information **Road network:** including recent surveys (no older than 18 months prior to planning application validation) – vehicular traffic/pedestrian, accident analysis, junction capacities, footway capacities, on-street parking controls and usage surveys, details of accesses, street furniture and adopted highways in the vicinity (✓) **Public transport:** bus routes and stops; LU/DLR network (stations, lines, frequencies, passenger levels and capacity); national rail network (stations, lines and frequencies); trams (existing routes and facilities); PTAL assessment (✓✓) **Walking and cycle network:** existing routes and facilities, permeability of site and surrounding area, and barriers to accessing the site of foot/by bicycle PERS and CERS studies would be a useful way to carry out this audit. (✓✓) **Taxis:** existing ranks (✓) **Car Clubs:** Details of the nearest car clubs and utilisation rates. **(This information will need to be included in the travel plan to provide sufficient context, but it is likely that the travel plan will be a more succinct summary of baseline conditions**)
Trip Generation & Trip Assignment	Full details and validation of comparator sites used. Detail of modal share assumptions / justification. Details of service vehicle demands. Justification for parking provision by reference to daily accumulation profiles at comparator sites and Ealing parking standards. Justification for distribution Methodology used to assign vehicular trips to the road network to be agreed with the LA, which may require an alternative methodology in special circumstances. Identification of extent of highway network and catchment area affected by development to be agreed with the LA. Identification of primary, pass-by and transferred trips, to be agreed with the LA Diagrams showing turning movements for vehicular, pedestrian and public transport trips. Existing and future trips – total generated Existing and future trips –

| | distribution by mode Mode split

Existing and future trips – origin/ destination distribution
Existing and future trips – distribution by time (highlighting peak periods) Existing and future trips – deliveries and servicing Construction trips generated and routes
(Some of this information may be required in the travel plan, for example, existing and future total trip generation figures where targets are based upon this. The travel plan should include adequate information to clarify how targets have been set and how they relate to the information provided in the TA.) |
| :--- | :--- |
| **Assessment year** | - Programme for development to be operational.
- Details of phasing (if staged implementation). |
| **Impacts** | **ROAD NETWORK:** traffic levels; junction analysis; construction traffic; parking issues; cumulative impacts – details of other committed developments. Clear presentation of results showing existing and future levels of traffic flows, queue lengths, ratios of flow/capacity, reserve capacity, using appropriate traffic models agreed by the local authority.

PUBLIC TRANSPORT
Bus network: existing capacity; new demand (by direction); bus priority (and junction capacity on major bus routes)
Underground/DLR: route and station capacity
Rail: route and station capacity
Tram services
Taxis: capacity of taxi ranks
Cumulative impacts: local additional development impacts

PEDESTRIAN AND CYCLE ACCESS: impacts on permeability of site and surrounding area, and barriers to accessing the site of foot/by bicycle e.g. detours to pedestrian and cycle routes; pedestrian and cycle safety; cumulative impacts for major sites, a formal pedestrian audit and Cycle audit will need to be performed (e.g. PERs) A safety audit of all designs will be required. Identification of any departure from design standards.
Programme for development to be operational.
Details of phasing (if staged implementation).
Statement of matters subject to s106 agreement.
Statement and Plan for all s38 / s278 works.
Details of uni-lateral undertaking commitments.
Site design and operational considerations in respect to DELIVERIES

AND SERVICING including:

I   The type of vehicles (including their dimensions – weight, height, length) accessing the development

I   Access routes for delivery and servicing vehicles to/from the site (including access to residential properties)

I   On-site locations of where deliveries and servicing will take place

I   If no on-site loading provision is provided, off-site loading should be described including the location, proximity to the site and the hours of operation

I   Locations of bin stores and collection points on site |

	I Swept path analyses of delivery and servicing vehicles accessing the site and delivery and servicing areas
	I Other design factors including security, noise abatement and any special delivery or goods handling arrangements e.g. cash movements
	I Frequency and times of deliveries/servicing
	I Process for storing, segregating and removing waste
	I Management of deliveries and servicing with particular emphasis on safe processes and procedures
	(All deliveries and servicing should be effectively managed by the implementation of a 'Delivery and Service Plan' (DSP). Suggested formats for these are given by TfL at http://www.tfl.gov.uk/microsites/freight/delivery_servicing_plans.aspx)
Mitigation	Measures to mitigate the impacts of the development on: I Walking and cycling routes (✓✓) I Road network (✓✓) I Public transport network (✓✓) I Access Management plan- to manage operational issues (including reference to the travel plan) (✓✓) I Recommended works under planning obligations (✓✓) I Details of all infrastructure improvements – including alternative design options considered, traffic management options considered and reasons for not progressing any of the alternative. Details of sensitivity tests undertaken.

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Preparing a Transport Assessment – analytical techniques

4.10   An assessment of the trip generation associated with a new development is a key aspect of any TA; the number of one-way person trips by mode that are expected to be generated by the development must be included. The analysis should be comprehensive and suitably detailed to enable verification of all data/ calculations presented.

4.11   Use of data from comparator sites should verify comparability by reference to size of development, location, car / HGV parking provision, public transport accessibility, employee numbers.

4.12   Parking provision and trip generation should be derived by reference to the same comparator sites.

4.13   Travel surveys from comparator sites should be used to calculate trip rates for the development. The TRAVL and TRICS databases are commonly-used sources of comparator data. TRAVL contains data from sites in London, whereas TRICS is national and includes sites outside London. The TRAVL database should always take precedence where it contains comparable data. Should TRICS be required as a last resort, only multimodal TRICS sites for London should be used.

4.14   If actual, observed survey data is available for the site or a similar site, this should be used for the calculation of trip generation. Future census data will also be useful for residential developments looking to obtain a modal split for the journey to work, although the (2001) census is now out of date and cannot be accepted as an indicator of trips.

4.15   If no appropriate comparator data is available for the assessment of trip generation, the developer may be required to fund a TRAVL survey of a comparable site. In this case, the TA should also include an explanation of the assumptions made when estimating the number of trips generated.

4.16   Trip generation and parking provision should be based on the average and 85th percentile trip rate for comparator sites, corresponding to the proposed use class of the new development.

4.17   Traffic flow information for relevant time periods, to be agreed with the local authority, should be presented as diagrams rather than tables. Separate diagrams should be provided to show redistribution of existing traffic, the distribution of new traffic and the final traffic flows. Traffic generation should not be factored by reference to any reduction of on-site parking provision.

4.18   Traffic generation should not be factored by reference to any reduction of on-site parking provision.

4.19   Vehicular swept paths should be provided to demonstrate adequacy of service areas and access arrangements.

4.20   Detailed considerations should be given to provision for access by people with mobility impairment, pedestrians, cyclists and public transport users.

4.21　　Capacity assessment of highway junctions following development should also include detailed validation of existing traffic conditions at those junctions. The validation should be based on recent traffic survey data (no earlier than 18 months prior to validation of planning application) – flows, queues, turning counts etc. All assumptions should be explicitly stated and justified.

4.22　　All assumptions should be explicitly stated and justified.

4.23　　Full copies of data used / analysis undertaken and outputs should be included in the TA.

4.24　　Where retail impact assessments are used for the production of a TA, this should demonstrate comparability with results from conventional TAs.

4.25　　No allowance should be made for 'potential' traffic generation from existing uses on a site that is currently unoccupied / underutilised. In such cases the existing development traffic on the network should be determined by reference to new or recent traffic surveys. The intention is not simply for the incremental potential transport impact to be identified, but the actual impact of the whole development proposal, by reference to existing conditions. Where the developer wishes to present the potential trip generation and incremental impact assessment, this should be provided as additional information in the TA.

4.26　　Any traffic management proposals identified as necessary to mitigate the impact of the development, should present details of comparison with alternative schemes considered and the reason for being rejected.

Transport Assessments and travel plans

4.27　　The TA and travel plan documents should be inter-dependent and consistent with each other in respect of their assumptions for traffic/trip generation, modal splits and targets for modal shifts, car parking etc. The travel plan should identify the mitigation measures that will be required to deal with the predicted transport impacts.

In summary, the TA provides the detail of the transport conditions and likely impact of development whilst the travel plan is the long term strategy to mitigate any adverse impacts and to maximise the potential for achieving sustainable travel behaviour. The TA and the travel plan should therefore be developed in parallel to ensure that the council is satisfied that the travel plan measures and mechanisms will achieve the necessary mitigation. The agreed targets for trips for each mode should be derived from the TA figures, from which the impact of the mitigation measures contained in the TP is deducted. The targets should be achieved at the occupation of a new development.

Targets should be based on the predicted TA figures minus the impact of the Travel Plan – with the aim to achieve as high a percentage as possible of these targets from the outset and any remainder within a defined time-frame after occupation.

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5   Travel Plans

5.1   The travel plan is the key management tool for implementing the transport solutions highlighted by the TA. In the long term, the travel plan provides the framework for the implementation of mitigation measures and monitoring at the site. The travel plan should include both infrastructure, and marketing and management measures. As well as addressing the travel of individuals to/from the site, the travel plan should also consider delivery and servicing vehicles. The extent to which deliveries and servicing are addressed in the travel plan will depend on the nature of the development, and should be agreed with LB Ealing at Pre-Application stage and needs to reflect current best practice guidance.

5.2   Although it is important that the travel plan and TA are interdependent, the travel plan should be prepared and submitted as a standalone document. Table 4.2 indicates how elements of the TA can inform the foundation of setting the targets of the travel plan.

What should a travel plan contain?

5.3   A travel plan needs to contain the following information.

I   A full description of the site which needs to include amongst other items: address, car parking, cycle parking, site plan, number of employees/residents/ visitors etc

I   An audit of the existing transport facilities around the site for both abled and disabled persons which needs to include the walking environment, cycling environment, access to public transport, PTAL, Highway network and finalised with a SWOT analysis of the travel plan based upon the existing facilities.

I   Objectives and Targets (see below).

I   Details of the Travel Plan Co-ordinator including contact information, the expected budget and the funding streams that this will be sourced from.

Details of how the travel plan will be secured

I   Details of measures and incentives contained in the travel plan (see below for indicative measures and incentives), the expected cost of these package of measures and the funding stream these will be financed from.

I   A marketing strategy

I   A monitoring strategy

I   An Action Plan which details who does what and by when.

I   As an appendix the local, regional and national policy context of the travel plan and the PTAL assessment (bus timetables are not required) amongst anything else felt relevant

I   A Parking management plan is also likely to be required.

I   Details of car club bays (dependant on threshold) and electric vehicle charging points.

When is a travel plan required?

5.4   In general, any development application that requires a TA should also include a travel plan. In Ealing, a travel plan should also be submitted for any workplace development in excess of 1,000 sq metres, or for any residential development in excess of 25 residential units. For A3, A4 and A5 land uses, a travel plan will be required for development that exceeds 750 sq metres, in line with Transport for London's **'Travel Planning for new development in London; incorporating deliveries and servicing'.**

5.5   A travel plan may also be required for smaller developments under certain circumstances or in particular locations, for example:

I   Where the proposed **development has the potential for significant traffic impact** which requires mitigation e.g. where the development is in an area where there is significant pressure on parking or where there are 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.

I   For **phased developments** where the initial phasing may not reach the specified threshold, but future phases will reach/ exceed the threshold.

I   For developments proposing **extensions to existing sites** whereby the extension itself does not reach the requisite threshold but where:

- the existing site is already at or above the threshold; or

- the combined existing and proposed land use meet or exceed the threshold.

    The travel plan developed under these circumstances should relate to the whole site.

I   Where the **cumulative impact of development in a particular area will be significant**, even if individual developments do not themselves reach the threshold for requiring a travel plan.

I   Where the **number of employees or floor area do not reach the threshold, but the number of site visitors or deliveries are deemed to have a significant traffic impact** as could be the case for e.g. educational, leisure, faith, hotel or other 'destination type' sites.

5.6   Developments that fall below the local thresholds or developments below thresholds that are covered by a framework travel plan are required to submit a **Travel Plan statement**. See Appendix B *(for a template)*

Process for securing travel plan

5.7   The process for securing, preparing and implementing development-related travel plans in Ealing is summarised below. Stages A to C represent the 'Planning' phase, whilst Stages D and E represent the 'Implementation' phase.

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ACTIVITY	OUTPUT	WHO IS INVOLVED?
STAGES A TO C – PLANNING PHASE		
STAGE A: SCOPING		
l Establish the need for a travel plan and if appropriate, define relationship with any Transport Assessment (TA) required. l Agree scope of TA and/or travel plan (including the level of detail needed on deliveries and servicing). l Undertake early consultation between the applicant/ developer and Ealing Council officer(s) (and where applicable TfL) to discuss specific access/transport improvements. l Establish the *form* of travel plan to be developed; a full travel plan or a framework travel plan. This will be dependent on the nature of the development – see Section 5.9. l Discuss legal mechanisms for securing the travel plan - this will usually be via a S106 Agreement.	l Applicant to prepare a document that sets out the travel plan strategy and the agreed scope of the travel plan submission.	l Ealing Council officers – DM and Transport Planning l Applicant and/or developer l TfL (for major applications and or applications involving strategic roads)
STAGE B: PRE-APPLICATION		
l **Where a travel plan is required:** l Develop a framework travel plan or a full travel plan. l Applicant/developer to test travel plan using ATTrBuTE. Poorly prepared travel plans, including those that do not achieve the ATTrBuTE pass score will be rejected and the travel plan will need to be revised and resubmitted. A fee of £1,000 may be charged for the second submission and any subsequent submissions to reflect officer time required to re-evaluate the travel plan. l Submit travel plan to Ealing Council with a printout of the results page of ATTrBuTE showing the pass score (and to TfL if required), and agree detail/revisions. l Discuss/ agree legal mechanisms for securing travel plan.	l Applicant to prepare a framework or full travel plan	l Borough officers – DM and Transport Planning l Applicant and/or developer l TfL (for major applications and/or applications involving strategic roads)
STAGE C: SUBMISSION		
l Submit final version of the travel plan alongside planning application to Ealing Council (and TfL if required). l Terms of any legal agreement including conditions or planning obligations to be resolved. l Remedial measures and monitoring requirements to be agreed and included within the S106 Agreement.	l Applicant to prepare final travel plan (possibly with interim elements – see Section 5.10-5.11) l Legal agreement (to be prepared by Ealing Council in conjunction with applicant).	l Ealing Council officers – DM, Transport Planning, S106 Officer, Legal Team l Applicant and/or developer l TfL (for major applications)
DETERMINATION OF PLANNING PERMISSION by Ealing Council officers and elected members, and TfL for referred applications.		

ACTIVITY	OUTPUT	WHO IS INVOLVED?
STAGE D: POST-PERMISSION AND PRE-OPENING		
I Update and expand travel plan in accordance with planning obligations I Begin implementation of the travel plan, with introduction of appropriate measures prior to occupation.	Updated/expanded travel plan.	I Developer/ occupier
STAGE E: POST-OPENING		
I Undertake baseline travel surveys where use class / appropriate travel data/ end user was unknown at time of travel plan submission (Stage C). I Agree revisions to targets where necessary. I Undertake ongoing monitoring and travel plan review as per the agreed methodology and schedule included in the approved travel plan, at the developer's or owner's expense (as specified in the travel plan). I Surveys will need to be carried out by a TRAVL Accredited Independent Field Company (IFC)	I Submission of revised baseline data and targets. I Applicant to prepare and submit ongoing monitoring reports as agreed between applicant/developer and Ealing Council. I Any refined travel plan documents to be prepared and submitted by applicant to Ealing Council	I Occupier/ (developer) I Ealing Council officer – DM/ (Transport Planning)

Form of the travel plan

5.8 The *form* the travel plan will take at the point of submission (Stage C) will be dependent upon the nature of the development:

5.9 A strategic level travel plan would be required to be submitted if the development meets the thresholds for strategic level travel plans as stipulated by Mayor of London Policy

5.10 A local level travel plan would be required if the development is below the Mayor of London Thresholds but within the criteria as set out in 5.4 & 5.5 of this document

5.11

5.12 The content of a local-level and strategic level travel plan will generally be similar and

in line with the requirements for Strategic level travel plans as outlined in the document. However, the monitoring requirements may differ; strategic-level travel plans will need to be monitored using TRAVL Accredited IFCs, while local-level travel plans may only need to be monitored through a Development Management tool similar to iTRACE depending on the sensitivity of the development.

I **Full travel plans** will be prepared where the development includes at least one land use class over the appropriate thresholds. Separate travel plans should be prepared for each land use above the threshold.

I **Framework travel plans** will be prepared for developments comprising more than one land use which is above the threshold; or when outline planning permission is sought for which scheme elements are not established. As each occupier above LB Ealing's thresholds is confirmed, they will need to submit a full travel plan for their organisation that is in accordance with the framework travel plan.

Framework travel plans should include:

- **a commitment to travel plan development** on the site by individual occupiers;

- **measures to be delivered site-wide** , and responsibilities for delivery and funding of these;

- **future actions** for travel plan development and refinement; and

- **final or preliminary targets**, each with appropriate timescales.

Ⅰ Travel Plan Statement

- **a commitment to travel plan development** on the site by individual occupiers that sets own targets and commits to the overall monitoring strategy; (*A template is available in* Appendix B*)* which can be clarified when the occupier is known; and

- **Ⅰ Specific timings**.

School Travel Plans

5.13 All schools submitting a planning application are required to have an approved school travel plan. For development related school travel plans this will need to include objectives and targets for staff and visitors as well as for students.

5.14 There are two types of 'school travel plans':

5.15 **New build school travel plan** – a brand new school that does not currently have pupils on site. Travel plan required for planning permission. Format should follow that of new development travel plans with baseline figures based upon trip generation data.

5.16 **School travel plan** - for existing schools, this is written *by the school* adhering to TfL guidelines. This is now online not in the old paper template. Schools must contact their STA to complete their online travel plan. A pdf version of this is submitted as the travel plan component of the planning application. Travel plans cannot be updated between end of June and the beginning of September each year – must either be completed in academic year pre or post.

The points outlined below need to be considered *in the design of a school* **and** referred to in both types of travel plans.

- Pedestrian and vehicle access – separate access for pedestrians and vehicles, more than one entrance recommended
- Cycle parking – 10:1 ratio of spaces to pupils and staff, this does not include nursery aged pupils. Scooter parking provided for younger ages instead. Cycle parking must be located near relevant entrances and easily accessible – this may include being in separate locations for different year groups. Preferred covered, must be secured. Staff shelter should be secured separate from pupils.
- Money will need to be set aside for road safety measures to mitigate the impact on the community and to ensure the safety of the pupils (measures will be decided by Transport

but options include; zig-zag lines, barriers, flashing school warning signs, traffic calming, pedestrian crossings). Design should make use of any existing facilities.
• Showers – accessible for staff and pupils at secondary school (this is often a barrier to cycling)
• Lockers – for staff and pupils (to store cycling gear etc)
• All changes that will affect bus routes (such as an increase in number of pupils or change in school start/finish times) should be reported to Transport for London.

Additionally for new build school travel plans:

• Contact for school – Headteacher if known
• Number of pupils expected to be on the roll – and whether this will be staggered
• Number of staff expected
• Details of any known catchment
• Road safety/walking route/cycling measures/parking restrictions/public transport in existence around and on routes to the school
• Including this statement "Six months after the school has opened to pupils, the school, with the assistance of the school travel advisor, will complete an online school travel plan. This will include pupil and staff targets and sustainable travel/road safety activities that the school will take part in, to encourage sustainable travel and decrease car usage".

Council owned schools1 wishing to implement cycle parking are unlikely to need to submit a planning application if the cycle shelters are less than 4m in height and less than 200 cubic metres in size as specified in the Town and Country Planning (General Permitted Development) Order 1995 Schedule 2 Part 12 - Development by Local Authorities.

footnote
1Council owned schools excludes Academies, Voluntary-aided schools, private schools or those owned by a Diocese

Travel Plan Assessment – ATTrBuTE

5.17   ATTrBuTE is an online travel plan assessment tool for London (available at www.attrbute.org.uk) which aims to:

I   **improve the overall quality** of development related travel plans being submitted to local authorities by setting out criteria that should be considered during development of the travel plan, thus providing a framework for travel plan preparation.

I   **provide consistency to the way travel plans are assessed** by local authorities as part of the planning process.

5.18   ATTrBuTE comprises a series of questions designed to score travel plans depending on the extent to which they have been prepared in accordance with national and regional guidance and best practice. Users of ATTrBuTE are required to input responses to a number of key questions which in turn automatically generates the questions/ criteria relevant to the type of development to which the travel plan relates. The assessment criteria used by ATTrBuTE to assess a workplace travel plan is provided in Appendix A of this SPD. **The travel plan should be developed based on the same order of questions as used in ATTrBuTE.**

5.19   ATTrBuTE should be used by travel plan authors **prior to submitting the travel plan to the Council for assessment.** Following submission, the travel plan will be reviewed by the Council. Submitted travel plans that the Council believes do not meet the ATTrBuTE requirements may not be approved and may be returned to the author for further refinement.   A fee of £1,000 may be payable for resubmission of the travel plan to cover officer time required to re-evaluate the travel plan.

5.20   It should be noted that ATTrBuTE scores the *content* of the travel plan. The *quality* of the submission in terms of its relevance to the local area and transport mitigation is not evaluated through ATTrBuTE. Similarly, ATTrBuTE cannot be used to predict the outcome of the travel plan in terms of whether the travel plan will achieve its proposed targets. **Achieving a pass rate in the ATTrBuTE assessment does not therefore guarantee approval of the travel plan by the London Borough of Ealing.**

Target Setting

5.21   Travel plans will be assessed in terms of outcomes rather than inputs i.e. the number of trips generated rather than the measures implemented. LB Ealing usually requires travel plan targets to be specified in terms of absolute numbers of vehicles parked on and/or off site. Targets must be set for Years 1 (baseline), 3 and 5 as a minimum, with targets for Year 5 expected to be maintained as a minimum in proceeding years (see Section 5.23 for details of how this will be monitored).

5.22   Generally, targets should be expressed as a maximum number of people accessing the site as car driver (main mode) at any one time, which is equal to the number of off-street car parking spaces provided. This target should be monitored by a TRAVL survey. In non-CPZ areas[4] this will need to include a full parking beat survey of surrounding streets – the precise area being agreed as part of the approval of the initial travel plan.

5.23   In areas where public transport is heavily congested, the borough may require targets to be set for other sustainable transport modes i.e. walking and cycling. Public health and/or air quality concerns may also influence the targets that are being set in this regard.

5.24   It should be noted that targets in the form specified above can almost always be fixed and secured at the time of planning permission being granted, regardless of whether the end user/occupier is known. All that is required to set a target is the total number of off-street parking spaces being provided.

5.25   In the event that there are significant capacity concerns at nearby junctions, targets may be set to reduce the total number of people arriving as car driver (main mode) over time, below that of the maximum number of car parking spaces (hence leading to a reduction in available car parking spaces). Generally however this will be dealt with in the initial allocation of parking spaces when planning permission is granted.

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[4]

http://www.ealing.gov.uk/services/transport_and_streets/parking/controlled_parking_zones/borough_cpzs/

5.26   Targets may also be set for the number of zero or low emission vehicles accessing the site, or for minimum levels of car occupancy (i.e. number of those accessing the site as car passenger).

5.27   The Council has a target of doubling cycling mode share to 5% by 2025, in areas where this can be greater influenced it would be expected that cycle targets would be set higher than this.

Indicative travel plan measures

5.28   A travel plans needs to include a mix of measures (promotion of alternatives and incentives to use the alternatives) that correspond with the site specific location and the different needs and aspirations of the target audience. Indicative measures are provided in Appendix C.

Monitoring the travel plan

5.29   In general, Travel plans will be formally monitored for a *minimum* of 5 years; this will involve three monitoring surveys if targets (as specified and approved in the travel plan) are achieved – see Sections 5.31 to 5.32. (when should surveys be undertaken) Larger scale developments which are considered to have a major impact or that have a long-term phased build will be required to adopt a proportionally more extensive monitoring schedule.

5.30   The site owner or Travel Plan Co-ordinator is responsible for informing officers from LB Ealing or WestTrans when the development is occupied; officers will then register the development on a Travel Plan Management database (formerly iTRACE). It will then be the developer's responsibility to undertake appropriate monitoring in line with their Travel Plan obligation and LB Ealing standards.[5].

When should surveys be undertaken?

When should surveys be undertaken?

5.31   **For developments where the occupiers are the same but the site is being expanded** surveys should be undertaken to inform the travel plan to be submitted as part of the planning application. A follow-up survey should subsequently be undertaken one year after occupation, and again at Years 3 and 5.

5.32   **For other developments**, not withstanding the need for trip generation figures to determine the baseline numbers for the travel plan to be submitted as part of the planning application, surveys should be undertaken within 6 months of occupation. Follow-up surveys should subsequently be undertaken a year after the baseline and then at Years 3 and 5.

In the event that targets have been achieved by Year 5, no further monitoring surveys are required by the Council. However, it is expected that the travel plan measures and initiatives will remain for the lifetime of the development.

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[5] At the time of writing, Transport for London is updating and bringing iTRACE in-house 2012 – hence will soon release a revised 'Travel Plan Management Tool database'. See https://london.itrace.org.uk.

If targets have *not* been achieved by Year 5, further surveys will be required in Years 7, 9 and 11. If targets have still not been achieved by Year 11 this 5 year cycle process will commence anew.

All surveys should be undertaken at a similar time each year. Within autumn or spring outside school holiday periods.

How should surveys be undertaken?

The cost of undertaking all monitoring surveys will be borne by the developer who should notify LB Ealing in writing when surveys are going to be undertaken, together with the name of the company who will be undertaking the surveys and analysing the data. Further information, including a list of accredited IFCs, can be found at www.travl.org. The average cost of a monitoring survey is currently around £3k, but this may vary for larger or more complicated developments.

What the monitoring report should contain

As well as survey results of modal share and trip rate figures (where applicable), monitoring reports should also contain key indicators on impacts such as the cycle parking occupancy levels/ satisfaction levels, effects of changes contained within the delivery and servicing plan, the uptake of key measures such as personalised travel planning, car club utilisation figures, or other agreed impacts which are deemed important for indicating the success of the travel plan.

monitoring reports should be submitted annually to LB Ealing for the first 5 years; during years when surveys are not undertaken i.e. in Years 2 and 4 (and possibly years 6 to10 if targets have not been achieved), a report on progress with implementation and uptake of measures and initiatives should be provided and include a SWOT analysis of the travel plan.

Monitoring fees

In order to ensure that Developments are meeting their Travel Planning obligations LB Ealing requires monitoring fee contributions to cover officer time involved in reviewing monitoring reports submitted as part of the monitoring process. As a rule the development will be charged up front to cover the council's costs in monitoring the development for the full 11 years (or six monitoring episodes which cover years 1, 3, 5, 7, 9 & 11). In the event that the development achieves its targets for sustainable transport use by year 5 a proportion of this fee will be refunded to the developer. LB Ealing typically requires payment of £300-£500 depending on the level of travel plan (local level or strategic level) for each defined monitoring episode. For example, a strategic level development with a 5 year monitoring cycle, would be required to pay £3000 (6 monitoring episodes x £500) with £1500 being refunded if targets are met after year 5.

5.33   In the event of non-compliance to undertake the monitoring surveys as outlined in the travel plan, the Council will arrange for surveys to be undertaken with the site occupier being billed for the survey costs and management fee of 20% of survey costs applied to cover Council officer time..

5.34   **Remedial measures should be agreed and identified in the travel plan in case of non-achievement of the targets specified in the travel plan. These will be secured using a S106 Agreement. Box 5.1 below gives the form of remedial measures expected by the Council.**

Box 5.1

Possible sanctions for non-achievement of targets

Implementation of works expected to remedy the failure to achieve agreed outcomes. These works may have been previously specified in the travel plan or may be the subject of submission and approval (in writing) by the applicant.

A specified change or series of changes in the way the site is used or operated in order to achieve a previously agreed outcome. These changes might either be permanent or only subsist until a specified outcome of the travel plan (as originally drafted) is achieved.

Specified payments to the borough to meet the cost of taking action to achieve the agreed outcome(s) set out in the travel plan (secured by a 'bond'). In circumstances where long-term outcomes are sought to be achieved then such bonds will need to exist for a suitably long period of time (of perhaps 10 years and more).

Payments to the borough to implement certain measures that have been identified previously either within the travel plan (or within the LDF, or Local Implementation Plans (LIPs). Such works will need to be carried out within a specified period or the payments will revert to the payor.

As planning obligations need to meet certain tests including being *"fairly and reasonably related in scale and kind to the proposed development"* financial penalties for missing targets will need to be calculated on a pro rata basis.

An effective way to assess the level would be by using the DfTs "**Marginal external costs for cars**" calculation which according to 2010 prices gives a cost of £0.54 be dependent on the scale of missing the target per km. The calculation for a travel plan will depend on the target. If it is a percentage point mode share, the value of the percentage point will need to be calculated.

It should be noted that the monitoring fees as noted in 5.32 that would be required if targets are missed, would be in addition to this remedial measure.

Travel plans will usually be secured through a S106 Agreement, except in exceptional circumstances.

6   Cycling

6.1   Measures improving cycling conditions benefit employers by reducing the space required for car parking, reducing mileage claims and having a healthier workforce.

6.2   Multiple access points for cyclists should be provided for large sites. If it would increase permeability by minimising a long diversion or if the main entrance to the site is onto a busy road and is shared with motor traffic, a second site entrance from a quieter road should be provided for use by cyclists and pedestrians thereby providing safer access. The development should never block or close off existing cycle or walking routes through a site, even unofficial ones, and should create new routes where possible.

6.3   Cycle parking standards should comply with the London Plans Cycle Parking Standards include details of the required cycle parking provision in terms of the number and type of cycle parking bays required for different sizes of development; the security and shelter requirements; and the specific requirements for separate staff and visitor cycle parking where appropriate.

6.4   Cycle parking for new residential development must be in a fully enclosed, under-cover and lockable compound. For individual dwellings or developments with a small number of flats, a cycle bin style locker, is recommended for each separate unit. For larger residential developments it is recommended that cycle parking should accommodate no more than 20 cycles in each store to ensure maximum security preferably forming part of the main building located within the cores.

6.5   Cycle parking for non-residential developments would generally need to meet the same requirements as 6.4, however it may be acceptable for short term cycle parking to be located within just a sheltered area

6.6   Where cycle parking is to be shared, the cycle stands should allow the front and rear wheels, and the frame to be locked to it. Where space is limited it may be desirable to have double-decker stands, although the majority of cycle stands within a development/ phase of a development should require no lifting.

6.7   Cycle parking should have sufficient spacing between stands and it is recommended that Sheffield Stands are used. The dimensions detailed in Manual for Streets[6] Figure 8.6 need to be adhered to as well as a preferred bike to bike aisle spacing of 1.5m although in some cases a minimum of 1.2m may be acceptable

6.8   Cycle parking should be easily accessible and should be located closer to the main building entrances than car parking. Although not ideal, if a ramp is required to access cycle parking, eg it is located in a basement car park, the gradient must be no more than 1:12. It should be located no lower than the highest level of the basement car park where there is more than 1 basement level. It should be noted the standard headroom height for cyclists is 2.7m.

6.9   Shower and changing facilities should be provided to complement cycle parking facilities. It is suggested that one shower facility is provided per 50 employees.

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[6] DfT's Manual for Streets : http://www.dft.gov.uk/publications/manual-for-streets

6.10   Routes to the cycle bays should be clearly signed and there should be minimal conflict with motorised traffic. They should comply with current best practice guidelines[7] to aid manoeuvrability including lifts where required.

6.11   A contribution to proposed cycle superhighway routes within the vicinity of the development in line with London Plan Policy will be sought

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[7] Cambridge City Council: Cycle Parking Guide - http://www.cambridge.gov.uk

7   Car Clubs

7.1   In a car club, members 'pay as they go' to use vehicles parked in designated car club parking bays. Using a car club allows members to avoid the overhead costs and responsibilities of owning a car. This means that members will consider whether they really need to use the car rather than other modes before booking the car. It gives people who are inclined not to own a car or not to add a second car to the household, the comfort of having access to a car when they really need it.

7.2   There are examples of car clubs across Ealing, in other London boroughs and other UK cities. Car clubs are a valid and viable means of achieving low car development (not only housing).

7.3   In setting up a commitment to provide car club bays as part of a development, the first principle is to engage a car club operator with a track record of success. This would usually be an accredited car club operator, meeting the standards of the Carplus accreditation scheme.

7.4   Although in principle, a car club can be introduced in any part of the borough, experience has shown that they do best in areas where it is difficult to find a parking place. Fewer people will tend to subscribe if there are no parking problems in the area, or if local public transport is inadequate or they are quite far from basic services such as shops, surgeries, parks etc. In such cases, people who can afford a car will generally feel that it is essential to own one.

7.5   Car club operators estimate that if conditions are appropriate, it is expected that 25% of the residents in an area covered by a car club will maintain membership of the club. They also suggest that one car is needed for between 12 and 25 members. For the benefit of flexibility, clubs should be started with at least two cars. Therefore, for a development to have a self-contained car club, there should be approximately 200 residents, with two parking spaces for club vehicles provided. For developments of less than 200 residents car clubs must be made accessible to the public to increase their viability. In this case the car club would be located either in accessible areas off-street or in on-street car club bays (paid for by the developer).

7.6   Any development without any, or a reduced, parking provision may be deemed to be acceptable if the developer commits to either the creation of a car club and to subsidise future residents use of a car club. If a car club is already available within a 5 minute walk and it is deemed appropriate by the local authority then subsidising car club membership may be sufficient, although this would depend on factors such as the size of the development and the utilisation rates of existing car clubs.

7.7   It should be noted that one good approach is to allow shared residential and business membership. Use of the vehicles for business journeys is likely to be most in demand during working hours on week days, whilst domestic usage is likely to peak during the evenings and the weekends.

7.8   In entering into a legal agreement to promote a car club, the developer should expect to ensure that the car club is up and running from the very beginning of the occupation of the development. It should be offered to prospective members on favourable terms. A common requirement is free initial membership for three years.

The developer should expect to contribute to the costs of setting up and promoting the club, and of course any highway orders and works that might be necessary. The developer should guarantee the car club for a period of 10 years.

7.9   However, the intention is not that the developer should maintain the car club in perpetuity. All parties have a common interest in establishing a system which, once established, will succeed because it works in its own right.

7.10   Any development with 75 units or more will need to provide 1 car club for every 100 units unless all accredited car club operators confirm they are uninterested.

7.11   With regards to commercial use classes all businesses within the strategic level threshold would need to provide a car club on site and membership for all employees that want it unless all accredited car club operators confirm they are uninterested.

7.12   Whilst for developments less then these thresholds it would be expected that the business would utilise the nearest car club within the vicinity for business use.

7.13   For both schemes membership rates will need to be one of the key indicators within the monitoring report.

8   Low Car Development

8.1   Low car housing will be encouraged where there is evidence that car ownership and use will be low enough to justify the proposal. It is expected that this type of proposal will be appropriate in Controlled Parking Zones (CPZs) where there is a legal agreement preventing residents from having parking permits.

8.2   This policy effectively encourages proposals for the conversion, extension and intensification of residential property on sites where there is insufficient space for the full parking requirement to be achieved. This is a positive objective of the policy - it allows greater use of an urban site and promotes transport by modes other than the car. However, this type of development can only be encouraged where it will not generate problems such as increased parking stress in surrounding streets. The mechanism for preventing such problems where the development is in a CPZ is to require the developer to enter into a legal agreement preventing residents from having permits to park in the zone.

8.3   In the interests of proper implementation, it is important that there is clarity as to which addresses in the CPZ are to be denied parking permits. **Parking permits cannot be restricted for existing residents but LB Ealing encourages restrictions for all new residents in new developments.**

8.4   The first step in this approach is to identify the net gain in units on site, compared to any new parking spaces on site. It is then possible to establish how many householders should be denied parking permits and to select which of the units on site should be denied permits. Permits should be allowed for those units which are unchanged or little changed by the development, and where existing residents may be expected to remain in occupation. Subject to this, where there are additional market and affordable units in a development, the units denied a permit will be split equally between the two tenures.

8.5   This approach does not override other policy issues which may relate to the decisions on low car housing in a CPZ e.g. the implications of a requirement to reduce the number of spaces on site to ensure that spaces big enough for disabled car users are catered for.

8.6   The council in principle will discourage off-street parking in CPZ areas with a PTAL of 3 or higher. If in extenuating circumstances, extra parking permits are allowed, a contribution to a car club would be required as mitigation.

8.7   The policy will normally be operated within existing CPZs. However, it may be appropriate to enter into a legal agreement, if the council has agreed to consult residents on a CPZ proposal for the area. If the proposed development is occupied by the time of the consultation, the residents of the development will have the right to vote and will be made aware of the impact of the low car housing policy on them. Clearly, given that the CPZ proposal may not be supported by local people, the acceptability of the development should not be dependent on the implementation of this aspect of the low car housing policy.

APPENDIX

A

ATTRIBUTE CRITERIA FOR WORKPLACE TRAVEL PLANS

Note – When scoring outputs, what is unacceptable is e.g. scoring 3/3 for targets when there haven't been any targets included. In these cases, the score should be 0/3.

Appendix A

A1 ATTRBUTE CRITERIA FOR WORKPLACE TRAVEL PLAN

Question Number	Essential Question?	Question text	Info box text	Scoring options	Weighted scores
Workplace Full Standard					
BACKGROUND					
1		Does the travel plan include 1) full address of the development and 2) contact details for the person responsible for preparing the travel plan?		None 1 2 1+2	
2	✓	Does the plan include details of the number of staff expected on site?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	
3		Does the plan include details of the number of other users (e.g. visitors, deliveries) expected on site, if these are likely to be significant?		No Yes N/a	
4		Does the travel plan include introductory text that adequately sets the scene?	The travel plan should be clear about the nature and context of the development, and which users are covered by the plan. The plan should also establish its purpose at an early stage and set out the benefits of a travel plan.	No Yes	3
5		Has a completed iTRACE* pro-forma document been submitted with the travel plan?	The iTRACE pro-forma includes general information about the site. It is available from the London iTRACE website.	No Yes	2
SITE ASSESSMENT					
6		Does the travel plan include reference to: 1) national and regional travel plan policy; 2) local/borough policies linked to travel planning?	National: this may include PPG13 and Transport White Paper(s) Regional: this may include The London Plan and The Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents	None 1 2 1+2	

			such as the Local Implementation Plan and relevant documents from the Local Development Framework (or Unitary Development Plan)		
7		Does the travel plan demonstrate awareness of travel planning best practice?	Reference to sources of Travel plan best practice for example Transport for London's 'Travel planning for new development in London; incorporating deliveries and servicing' or documents such as 'Making Smarter Choices Work'	No Yes	
SITE ASSESSMENT					
8		Is the location of the development clearly defined – including details of the local road network?	Boundaries and access points for all modes of transport should be defined.	No Yes	
9		Is walking infrastructure in and around the site considered?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities.	No Yes	
10		Is cycling infrastructure in and around the site considered?	The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take-up of cycling e.g. tax-free cycle purchase schemes, provision of cycle training etc.	No Yes	
11		Is use of the car considered?	The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car-sharing, pool cars etc.	No Yes	
12		Have details of all relevant public transport services been provided?	The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real-time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	3

13		Are initiatives/work practices that reduce the need to travel or encourage sustainable travel considered?	The travel plan should outline organisational policies and initiatives in place that support sustainable travel or reduce the need to travel e.g. home working, teleconferencing, flexi-working, sustainable business travel policy.	No Yes	
TRAVEL SURVEY					
14	✓	Have iTRACE (TRAVL where applicable) compliant site user travel surveys been undertaken?	The plan should specify when travel surveys will be undertaken – this will usually be within 3 months of occupation. For more information see A New Way to Plan guidance note: 'Travel Planning in London iTRACE Compliancy/TRAVL Compliancy – a Standardised Approach to Monitoring'.	No Yes	3
15	✓	Is a baseline modal split (or maximum number of trips per day) identified for the site?	Specifically has a mode share for single occupancy car-use been identified?	No Yes	3
16		Does the travel plan include relevant objectives that are linked to the specific context of the site?		No Yes	
OBJECTIVES					
17		Do objectives cover a range of outcomes e.g. environment and health?		No Yes	
18	✓	Has a target for mode share of single occupancy vehicles been proposed?		No Yes	3
TARGETS					
19	✓	Are the targets SMART?	Targets should be Specific, Measurable, Attainable, Realistic, and Time-bound. It may be helpful to use home postcode plots to understand the potential for switching to different modes to ensure targets are realistic. Information from the Transport Assessment can also usefully inform target setting.	No Yes	3
20	✓	Have targets been set for 3 and 5 years after occupation?	Targets should have a five year time frame, with interim targets at year 3 of implementation.	No Yes	3
21		Are targets linked to objectives?	Where possible the name of the person who will act as the Travel Plan Co-ordinator (TPC) should be provided. In the	No Yes	

			absence of this, a nominated point of contact should be provided.		
TRAVEL PLAN MANAGEMENT					
22	✓	Has a Travel Plan Co-ordinator been identified or is there agreement on when a Co-ordinator will be in place?		No Yes	
23		Is it clear whether the Travel Plan Co-ordinator will be a consultant, part of the developer organisation, or appointed from within the occupying organisation?		No Yes	
24		1) Have the Travel Plan Co-ordinator roles and responsibilities been made clear; 2) Is the amount of time they will spend on the travel plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring.	None 1 2 1+2	8
25		Is it clear what marketing activities will be 1) carried out and 2) by whom?	Score 1 point for each element.	None 1 2 1+2	
MEASURES					
26		Are there walking measures proposed?	This should include routes in and around the site.	No Yes	
27		Are there cycling measures proposed?	As well as infrastructure e.g. cycle parking and shower/locker facilities, organisational policies and other initiatives that encourage cycling should be considered e.g. cycle mileage for business travel, bike maintenance sessions.	No Yes	
28		Are public transport measures proposed?	Initiatives for all appropriate modes should be considered, including organisational policies.	No Yes	
29		Have measures relating to organisational policy been included?		No Yes	
30		Are car-share/car club measures proposed?		No Yes	

31		Are car parking management measures proposed?		No Yes	
32		Are there measures linked to reducing the need to travel?	This includes 'smarter working' techniques such as home-working, flexi-time, hot-desking, video/audio conferencing.	No Yes	
33		To what extent do measures support the objectives of the travel plan and context of the site?	Score the travel plan 0-3: 0 points for measures that are not clearly linked to objectives and context, and a maximum 3 points for travel plans with measures that are clearly linked to objectives and context.	0 1 2 3	
MONITORING AND REVIEW					
34	✓	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years 1 (baseline),3 and 5. For more information see TfL's 'Travel planning for new development in London; incorporating deliveries and servicing'.	No Yes	5
35	✓	Is it clear who is responsible for monitoring?		No Yes	
ACTION PLAN					
36	✓	Is an Action Plan provided which includes: 1) short/medium/long term actions; 2) timescales and responsibilities?	The action plan should be concise and focus on delivery and implementation of the travel plan. It should summarise all measures/initiatives to be introduced including marketing activities and monitoring.	None 1 2 1+2	
SECURING AND ENFORCEMENT					
37	✓	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into S106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	3
38		Is a section 106 agreement drafted/in place that ensures the delivery of the travel plan and/or its measures?		No Yes N/a	2
39		Is the travel plan consistent with the S106 agreement?		No Yes N/a	2
TRAVEL PLAN FUNDING					

40		Have funding streams been identified?	It is important that a funding stream for the implementation of the travel plan is secured in the early stages of the development process. Identifying a funding steam is a good indicator of commitment to the plan.	No Yes	2
41		Has a budget been set for travel plan measures?	A good budget would identify how each element of the travel plan delivery would be paid for including marketing components and physical measures.	No Yes	2
42		Are the funding implications clear for the: 1) travel plan co-ordinator 2) monitoring programme?		None 1 2 1+2	8
FINAL COMMENTS					
43		Do you have any final comments?			

APPENDIX

B

TRAVEL PLAN STATEMENT (TEMPLATE)

Appendix B

TRAVEL PLAN STATEMENT

Name of Development: _____

Address of Development: _____

_____ Postcode _____

Description of Development: _____

_____

Number of Units / Gross Floor Area: _____

Existing and / or Expected Staff / Visitor / Customer / Pupil numbers: _____

_____

Contact Details
Contact details for the person ultimately responsible for delivering the details in this Travel Plan Statement

Name _____

Address _____

_____

_____ Postcode _____

Phone Number _____

Email Address _____

If this is a speculative development, the person named above will ensure this document is passed on to the occupier and that the measures are implemented.

Travel Plan Objectives

The purpose of this Travel Plan Statement is to reduce single occupancy vehicle trips to and from the site.

Additional relevant Objectives can be selected from the following list
Improve health and wellbeing, and reduce absenteeism from ill health
Reduce/eradicate parking problems
Reduce stress levels
Reduce CO_2 emissions
Reduce congestion
Meet environmental objectives
Demonstrate corporate social responsibility
Ensure everyone is well informed of their sustainable travel options to the site

Action Plan

*Select the relevant Headers from the list below and **populate with possible specific measures** and complete all columns.*

Actions and Measures to cover all site users	Date to Deliver	Person Responsible
Promote walking		
Promote Cycling		
Promote Public Transport		
Promote Car Sharing		
Reduce the Need to Travel		
Promote Car Club		
Fully promote sustainable travel options		
*Monitor (annually) the effectiveness of the travel plan statement in encouraging behaviour change		

*This is a mandatory requirement of an acceptable Travel Plan Statement

Appendix C

APPENDIX

C

INDICATIVE TRAVEL PLAN MEASURES

INDICATIVE TRAVEL PLAN MEASURES

A travel plan needs to include a mix of measures (promotion of alternatives and incentives to use alternatives) that correspond with the site specific location and the different needs and aspirations of the target audience. Indicative measures are provided below.

Public transport

Providing public transport information to residents, staff, customers and/or visitors, is a measure that can be implemented fairly easily and cheaply. Initiatives could include the provision of transport information on company web or intranet pages, or could simply involve placing timetables, maps and other information in communal areas, public foyers etc.

More sophisticated means of providing travel information could also be considered including provision of real time 'countdown' type information which is generally easy to obtain from public transport operators. Real time information could be made available within an organisation's premises via electronic message boards or from a computer terminal at reception.

Staff and customer public transport discounts

For larger organisations, it   possible to provide credited oyster cards to staff or to buy public transport tickets in bulk and provide individual passes to employees at a discounted rate. Provision of interest free loans or fare subsidies to employees to purchase public transport season tickets should also be considered.

Infrastructure improvements

Although there are many measures that organisations can adopt to encourage the use of public transport, the level of success is largely dependent upon the level of accessibility to the site. The travel plan should therefore also investigate physical ways of ensuring that the site is adequately connected to the public transport network.

Infrastructure improvements can typically include upgrading bus stops including making them DDA compliant; improving pedestrian links to stops and stations; contributions towards bus priority measures; extending a bus route; and general station improvements.

For larger developments, where a very high number of trips is expected, it may be necessary to ensure that the development incorporates or introduces a new public transport interchange, which may be fully or partly funded by the developer.

Ealing Council will aim to ensure that any improvements it deems necessary (and any agreed improvements), are included within a S106 agreement.

Providing or subsidising buses

If public transport facilities are already in place, it may be preferable to augment the existing service(s) by increasing its frequency or hours of operation. This can be achieved by funding extra buses, and again Ealing Council will look to secure the necessary S106 contributions in appropriate circumstances.

Large organisations could investigate the possibility of running a dedicated bus service for their staff. This would be particularly useful where shift working is in operation and where there is a high concentration of staff arriving from a particular area. Where organisations are located some distance from a station, a shuttle bus may also be useful.

Where there are several organisations located within a single site or area, a combined subsidy from each could benefit all employees; Ealing Council will encourage employers to work in partnership.

Cycling

Ealing Council will expect developers to include a range of measures promoting cycling in travel plans. Cycling Infrastructure requirements are detailed in Chapter 6.

Cycle training can be a valuable measure as it overcomes many of the barriers to cycling. The full cost of providing cycle training will need to be covered by the developer and is approximately £100 per person. It is recommended that cycle training is given to a minimum 10% of residents in new developments and to the same proportion of employees.

Organisations would be expected to sign up to the Department for Transport's '*Cycle to work guarantee'* with the criteria being assessed through the key indicators of the monitoring report

A variety of other measures can be introduced by organisations to encourage staff or customers to use cycles, for example:

- Interest free loans for cycle purchase or participation in the Government's tax free cycle purchase scheme;

- Free cycles e.g. folding bikes for flats;

- Pool cycles;

- Cycle hire scheme;

- Bicycle Users' Group;

- Provision of free or discounted cycle route maps (such as the free TfL cycling guides) lights, locks and waterproofs;

- Cycle purchase discounts; and

- Cycle maintenance clinics – held e.g. once a month for customers or staff arriving by bike to the development, and run in partnership with a local cycle shop.

- Avoid using phrases such as "*will be investigated*" as these measures need to be investigated before the submission of the travel plan.

Walking

A building layout that prioritises safe, direct and convenient routes and entrances is a fundamental aspect of any good travel plan. Segregated footpaths should be of a high standard (standards set out in the Ealing Design Guide should be used as a minimum) and routes should be clearly signed, well lit and with a good level of security. Zebra, pelican or toucan crossing points should be provided where high pedestrian flows are expected across carriageways.

Buildings should be located adjacent to main footways and bus stops, so that employees and visitors are not required to walk through car parks.

Improvements and additions to the London Wayfinding scheme

Parking controls and restrictions

An appropriate balance needs to be struck between promoting new development and preventing excessive car parking provision that can undermine cycling, walking and public transport use.

Therefore, all developments should provide appropriate levels of parking provision to meet the maximum car parking and minimum disabled standards set out in the London Plan (see Policy 6.13 and Table 6.2 in the Parking Addendum).
http://www.london.gov.uk/priorities/planning/publications/the-london-plans

Developments should provide off-street provision for parking (including disabled spaces) within the development.

Ealing Council will seek to limit the number of parking spaces permitted within a development during consideration of the planning application. Planning conditions to require a charging scheme for parking spaces at commercial and residential developments, or to limit the time available for free parking for visitors etc. would be encouraged especially developments within a CPZ. The revenue generated from such initiatives can be used to finance the organisation's travel plan, car park management strategy, with the surplus used for staff benefits or for subsidising alternative modes of transport.

Reductions in car park demand may be achieved through a car parking management plan which distributes on-site parking permits. The plan should offer site users an incentive, such as a cash payment, to surrender their parking space/permit, as well as including disincentives to obtain a permit. In all cases, care should be taken to ensure that this does not result in on-street parking problems associated with displacement of vehicles.

Electric Vehicle Charging Points

'The London Plan has introduced a requirement for developments to provide **20% of parking spaces with facilities for charging electric vehicles with an additional 20% passive provision** for future use (Policy 6.13, Table 6.2).

http://www.london.gov.uk/priorities/planning/publications/the-london-plan

Car sharing

Preferential parking for car sharers could be set up to reduce the number of people driving alone to work. An effective scheme can be organised fairly cheaply and quickly, and commercially available databases can be bought "off the shelf". Such schemes can be attractive to employees due to the shared cost of travel. This initiative can be supported by the organisation providing a guarantee ride home scheme.

Car clubs and pool cars

A reason often cited for staff driving to work is the requirement to have a car available for business related travel during the day. Pool cars that can be booked out by staff during the day can reduce the requirement for staff to bring their car to work for this reason. This should not be reserved only for larger firms, but can also be applied to a group of smaller firms within a retail/business park that could form a joint car pool.

Setting up and funding or contributing to a car club for residential and/or commercial developments can also support achievement of lower provision of car parking on site, whilst

also encouraging greater use of public transport. Ealing Council's requirements for car clubs are discussed in more detail in Section 7 of this document.

Electric, fuel efficient or environmentally friendly fleet vehicles

Fuel costs typically account for 15-25 per cent of the operating costs of fleet cars or vans. Electric, hybrid or road fuel gases such as compressed natural gas (CNG) and liquid petroleum gas (LPG) can prove to be financially and environmentally beneficial compared to diesel, and should be considered for some or all fleet vehicles. It should be noted that Electric vehicle charging points should be provided in developments to meet the London Plan standards.

Payments of mileage allowances could be based on values appropriate for small cars only. Company cars with lower emissions (i.e. generally smaller models), should be chosen to reduce the impact on the environment.

'The London Plan now requires developments to provide 20% of parking spaces with facilities for charging electric vehicles with an additional 20% passive provision for future use (see Electric Vehicle Charging Points above).

Company policy and practice

Companies can adopt various practices to encourage sustainable travel – or reduce the need to travel at all. For example, alternatives to the provision of a company car could be made available. These could include salary alternatives or a flexible benefits package e.g. employees could trade in their company car for a public transport subsidy, extra holidays, health care or leisure club membership.

Policies such as introducing flexitime, compressed working weeks and staggered working hours can also help to reduce congestion and parking issues particularly during peak times.

Local recruitment of staff and local purchase of services / equipment, and payment of cash equivalent of daily car park charges to employees not using their car / parking space for journey to work are other alternatives.

Teleworking and teleconferencing

Teleworking allows employees to carry out their work from their home or at a closer satellite office. There are benefits to both employees and employers which include less travelling time, higher productivity, less office space requirements and reduced car parking demand.

Personalised Travel Planning

Personal Travel Planning (PTP) is an approach to delivering targeted information directly to travellers, to help them make sustainable travel choices. It seeks to overcome habitual use of the car, enabling more journeys to be made on foot, bike, bus, train or in shared cars. It can also seek to discourage unnecessary travel, through the provision of local or site-specific information.

PTP can be applied in a number of contexts, for example schools, workplaces and residential communities. This helps to break down the barriers of why individuals don't use alternative form of transport.

Managing deliveries

Provision of safe and legal loading facilities; use of vehicle booking systems; methods to inform suppliers of delivery location e.g. maps; scheduling deliveries outside of peak hours;

maximising out of hours deliveries.

Supply chain operations: Review and plan delivery, servicing and collection frequencies to reduce trips; waste management and how different waste streams will be handled and collected; co-operative working with other building tenants e.g. preferred suppliers; policy to promote more sustainable deliveries by couriers

Procurement process: Use of operators who can demonstrate best practice such as those signed up to TfL's 'Freight Operator Recognition Scheme' (FORS) or an equivalent scheme.

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