

Somerset County Council

Transport Policies

TRAVEL PLANNING GUIDANCE



PURPOSE OF THE DOCUMENT AND SUMMARY OF ENGAGEMENT	4
EXECUTIVE SUMMARY	5
1. INTRODUCTION	7
1.1 What are Travel Plans?	8
1.2 Relevant Local Policy	13
1.3 When are Travel Plans required in Somerset?	14
2. DELIVERING A TRAVEL PLAN THROUGH THE PLANNING PROCESS	22
2.1 The role of Local Authorities in Somerset	22
2.2 Preparation of Travel Plans	26
2.3 Gaining approval of Travel Plans as part of the planning application	29
2.4 Travel Plan Fees	30
3. PREPARING THE CONTENTS OF A TRAVEL PLAN	32
3.1 Linking Travel Plans, Design and Access Statements and Transport Assessments	32

	3.2 Content of the Travel Plan	33
	3.2.1 Site Audit Report	33
	3.2.2 Action Plan	34
	3.2.3 Monitoring Strategy	42
4.	STANDARDS AND SPECIFICATIONS OF PHYSICAL ON-SITE INFRASTRUCTURE	46
	4.1 Examples of likely physical Travel Plan measures for new developments	46
	4.2 Responsibilities for maintaining external features	47
	4.3 Parking for all modes of travel	49
	4.3.1 Motorcycle parking specifications and examples	51
	4.3.2 Cycle parking specifications and examples	53
5.	SECURING TRAVEL PLANS	61
	5.1 Procedure in the event of breach of Travel Plan commitments	63
	5.2 Measures deliverable by the developer and the LHA in the event of breach	65
	5.3 Role of the Highway Authority	67
	5.4 Further Issues to Consider	68
6.	IMPLEMENTING, MANAGING AND MONITORING THE TRAVEL PLAN	69

**6.1 Long Term Management
of the Travel Plan** 69

**6.2 Monitoring the Travel
Plan** 69

**ADDITIONAL
INFORMATION,
REFERENCES AND
APPENDICES**

**AUTHORS,
CONTRIBUTORS,
ACKNOWLEDGEMENTS
AND ABBREVIATIONS** 72

REFERENCES 75

APPENDICES 76

Appendices

List of Appendices

1. Requirement for School Travel Plans through Development Control
2. Residential Travel Vouchers
3. Travel Plan Approved Record
4. Use of Conditions
5. Avoiding the activation of safeguards: a travel plan risk assessment
6. Template Travel Plan for Major Developments
7. Annual Report Template
8. Draft Standard s106 Schedule
9. Measures-only Travel Statement and Table of Measures Template
10. Business Travel Policies Dossier Template
11. Survey types
12. Calculation of the safeguard sum
13. Residential Travel Plan Heads of Terms