

## 1 Introduction

The purpose of this guidance is to help the development industry prepare high quality travel plans that provide sustainable and long-lasting outcomes, and for these to be fairly and consistently implemented within Somerset across Local Planning Authority (LPA) areas.

This document is aimed at developers, their agents (including planning and transport consultants, architects and urban designers), site travel managers/coordinators and local planning and highways authority officers in Somerset. It is focused on travel plans delivered through the planning process<sup>(2)</sup>.

This guidance covers:

- When a travel plan is required
- An outline of the expected content and when different types of travel plan are required
- The process of gaining travel plan approval
- Arrangements for the monitoring and ongoing auditing of travel plans
- Procedures for the effective operation and enforcement of travel plans
- The respective responsibilities of all the parties involved in developing, implementing and monitoring travel plans

This guidance should be used as a material consideration in the determination of planning applications. It is the aim of the document to explain how the quality of the travel plan can materially affect the acceptability of a planning application, and the role of travel plans in changing, controlling and managing the significance of transport implications.

For further information, please contact the Travel Plan Coordinator:

SomersetCounty Council

C7, County Hall

Taunton

TA1 4DY

01823 35 8079

---

2 Information on business travel plans adopted voluntarily by employers is available at [www.movingsomersetforward.co.uk/business](http://www.movingsomersetforward.co.uk/business)

## Structure of the document

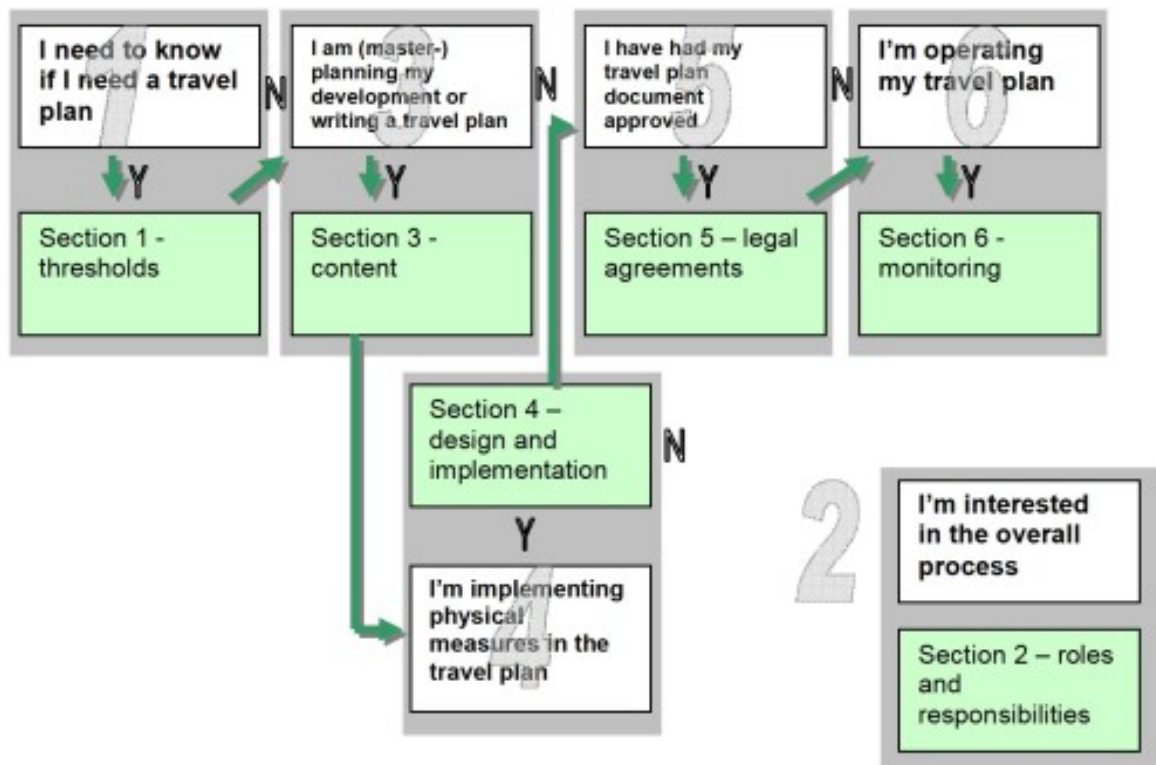


Figure 1.1 Structure of the Document

The structure of this document reflects a protocol for delivering travel plans through the planning process in Somerset is set out in the diagram above, as summarised below:

- **Section 1** deals with ensuring that proposed developments of different scales contribute to modal shift.
- **Section 2** sets out the overall process for efficient and predictable decision-making.
- **Section 3** sets out the expected content of different types of travel plan.
- **Section 4** ensures that good quality cycle parking and other on-site physical facilities support new development.
- **Section 5** sets out a consistent process for the delivery of promised travel plan outcomes.
- **Section 6** sets out monitoring expectations.

### 1.1 What are Travel Plans?

“A travel plan is a long-term management strategy for an occupier or site [development] that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.” (DfT/DCLG, 2009)

Travel plans are unique and specific to each development site, but guided by a framework of common principles and components. They must identify an individual package of measures that can be applied at that location to ensure accessibility and encourage an increased use of more sustainable modes of travel – walking, cycling, motorcycling, public transport and car sharing. A robust travel plan will reduce the amount of car traffic generated by a development, reducing the pressure on the surrounding road network and, in some cases, enabling increased development at reduced cost.

“Travel plans focus on achieving the lowest practical level of single occupancy vehicle trips to or from a site and widening the use of other travel modes.” (DfT/DCLG, 2009:18)

### **Why are travel plans required in Somerset?**

Travel plans are required in Somerset to support a number of local and national policy objectives aimed at:

- reducing pressure on highway capacity, particularly at peak times - allowing a greater volume of development than would be the case without a travel plan
- reducing the cost of works on the highway or other transport infrastructure
- cutting carbon emissions and their contribution to climate change
- reducing road danger and protecting vulnerable road users
- improving local air quality
- encouraging more active travel, with gains for health
- enabling children to travel independently
- reducing noise pollution
- reducing business and logistics costs including parking and fleet management
- improving staff morale in the targeted organisation
- creating more attractive and liveable neighbourhoods, strengthening the self-containment of local communities
- increasing business profitability and functionality of the development through increased accessibility and reduced congestion
- making development more viable by reducing the amount of upfront expenditure on measures if it can be proven during the operation of the development that sustainable travel patterns can be delivered without additional investment in capacity or alternatives

Planning Policy Guidance (PPG) 3: Housing requires local planning authorities to consider accessibility to “jobs, shops and services by modes other than the car, and the potential for improving such accessibility” when assessing planning applications and “place the needs of people before ease of traffic movement in designing residential developments”. A full list of relevant policies is provided in Table 1.1.

PPG 13: Transport states that, “The Government considers that travel plans should be submitted alongside planning applications which are likely to have significant transport implications, including those for:

- all major developments comprising jobs, shopping, leisure and services...

- smaller developments... which would generate significant amounts of traffic in, or near to, air quality management areas, and in other locations where there are local initiatives or targets set out in the development or local transport plan for the reduction of road traffic or the promotion of public transport, walking or cycling ...
- new and expanded school facilities...
- where a travel plan would help to address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.”

Government planning policy is currently under review. The draft National Planning Policy Framework (DCLG, 2011, p22) states,

“A key tool to facilitate this [reductions in greenhouse gas emissions and congestion] will be a Travel Plan. All developments which generate significant amounts of movement, as determined by local criteria, should be required to provide a Travel Plan.”

Areas where travel plans may be particularly important to implement include Growth Point areas and other major areas of development focus. Development in Somerset over the next decades will be extensive with new housing and employment land being developed in the county. Research conducted for the second Local Transport Plan (LTP) forecasted an increase in peak-time traffic delays in urban areas of between 130% and 220%. To accommodate the forthcoming housing growth and ensure access to key services for all without putting intolerable strain on the local travel network, travel impacts from new developments must be carefully managed. DfT (2007, and DfT/DCLG, 2009) is supportive of the role of travel plans in reducing the need for expensive highways infrastructure to accommodate unrestrained vehicle movements to and from new developments.

Thresholds for travel plans are provided in Table 1.2.

Type of policy	Title of documents and references
Acts and Circulars	<ul style="list-style-type: none"> <li>• Planning and Compulsory Purchase Act 2004</li> <li>• Local Democracy, Economic Development and Construction Act (forthcoming)</li> <li>• Circular 5/05 Planning Obligations 2005</li> <li>• Circular 2/07 Planning and the Strategic Road Network 2007</li> <li>• Circular 11/95 The Use of Conditions in Planning Permissions (Section 2/Appendix A) 1995</li> <li>• Circular 04/08 Planning Related Fees</li> <li>• Education and Inspections Act 2006</li> <li>• Climate Change Act 2008</li> <li>• Environment Act 1995</li> <li>• General Permitted Development Order</li> <li>• Town and Country Planning Act 1990</li> </ul>

Type of policy	Title of documents and references
	<ul style="list-style-type: none"> <li>• Local Government Act 2003 Section 93</li> <li>• Highways Act 1980</li> </ul>
Planning Policy Statement/Guidance	<ul style="list-style-type: none"> <li>• Draft National Planning Policy Framework 2011</li> <li>• PPS1: Delivering Sustainable Development 2005</li> <li>• Supplement to PPS1: Planning and Climate Change 2007</li> <li>• PPS3: Housing 2006</li> <li>• PPS12: Local Spatial Planning 2008</li> <li>• PPG13: Transport 2001 (updated 2011)</li> <li>• Planning Obligations: Practice Guidance 2006</li> </ul>
Local Development Plans including Local Development Framework Core Strategies	<ul style="list-style-type: none"> <li>• <b>RPG10: Regional Planning Guidance for the South West</b> – Policy TRAN 10 Walking, Cycling and Public Transport</li> <li>• <b>Somerset and Exmoor National Park</b> Joint Structure Plan Review – Saved <b>Policies 39-40</b> and <b>42-49</b></li> <li>• <b>Taunton Deane</b> Published Plan Core Strategy 2011-2028 (Consultation version) – <b>Policy CP 6</b> (<i>Transport and Accessibility</i>) and Taunton Town Centre Area Action Plan – <b>Policy Tr 4</b> (<i>Travel Plans</i>) (adopted October 2008)</li> <li>• <b>Sedgemoor</b> Core Strategy (Proposed Submission incorporating the Council's recommended changes) – <b>Policy D 10</b> (<i>Managing the Transport Impacts of Development</i>)</li> <li>• <b>Mendip</b> Core Strategy (Draft for Consultation, Preferred Options Stage) – <b>Development Policy DP3</b> (<i>Transport Impacts of New Development</i>)</li> <li>• <b>West Somerset</b> – currently only at options stage (ref. 6.2 Transport)</li> <li>• <b>South Somerset</b> Draft Core Strategy (incorporating Preferred Options) – <b>Policy YV4</b> (<i>Modal Shift for Yeovil</i>), <b>CY4</b> (<i>Modal Shift for Chard</i>), <b>TA1</b> (<i>Low Carbon Travel</i>), <b>TA2</b> (<i>Travel Plans</i>)</li> <li>• <b>Exmoor National Park</b> – currently only at research stage</li> </ul>

Type of policy	Title of documents and references
Local Obligations Protocols <sup>(3)</sup>	<ul style="list-style-type: none"> <li>• <b>Taunton Deane</b> Planning Obligations Supplementary Planning Document (Adopted December 2008) Para. 6.42</li> <li>• <b>West Somerset</b> Planning Obligations Supplementary Planning Document (Adopted December 2009) Para. 3.6-3.12</li> </ul>
Somerset Transport Plans	<ul style="list-style-type: none"> <li>• <b>Somerset</b> Future Transport Plan 2011 – 2026 (Published February 2011)<sup>(4)(5)</sup></li> <li>• <b>Somerset</b> Future Transport Plan Policy Document – <b>Schedule of Policies</b> (March 2011) <ul style="list-style-type: none"> <li>• <b>Policy SUS 2</b>(<i>Bus and Community Transport Services</i>) (supported by ECN 2)</li> <li>• <b>Policy SUS 3</b>(<i>Smarter Choices</i>)<sup>(see footnote XX)</sup></li> <li>• <b>Policy SUS 4</b>(<i>Cycling</i>)<sup>(6)</sup></li> <li>• <b>Policy ECN 2</b>(<i>Sustainable Development</i>)<sup>(7)</sup></li> <li>• <b>Policy ECN 3</b>(<i>Parking</i>)<sup>(8)</sup></li> <li>• <b>Policy ECN 4</b>(<i>Information &amp; Communication Technology</i>)<sup>(9)</sup></li> </ul> </li> </ul>

3 See also para 3.24 of SCC Transport and Development Policies, “In many cases planning obligations will be required so that provision is made for any necessary improvements to services and facilities and to deliver community infrastructure needed by the inhabitants, occupiers or other users of the development. In many instances, this may amount to contributions towards softer measures, through marketing of travel information, provision of travel vouchers or delivering travel plan initiatives.”

4 “We will help people make smarter travel choices. We will provide high quality transport information and encourage organisations to develop ‘Travel Plans’. Travel Plans are written by businesses, schools and even for individual households. They help people meet their everyday needs in a way that keeps our roads working and protects Somerset’s people and places.” p4

5 The Strategic Environmental Assessment (SEA) is available from [www.somerset.gov.uk](http://www.somerset.gov.uk)

6 “We will encourage people to cycle more by helping them to make smarter travel choices and get better cycling skills. We will support the provision of appropriate and well connected cycling facilities.”

7 “We will work with developers to ensure they take into account the way people travel, and how people travel, to access services.”

8 “We will help improve parking facilities to encourage more sustainable means of travel. We will work to improve the management of parking and help plan new developments appropriately”

9 “We will promote the use of ICT to reduce the need to travel and increase people’s ability to access goods and services.”

Type of policy	Title of documents and references
	<ul style="list-style-type: none"> <li>• <b>Policy ECN 5(Freight)<sup>(10)</sup></b></li> <li>• <b>Policy EDU 1(School Travel)<sup>(11)</sup></b></li> <li>• Supported by paras. 3.34 (general approach to smarter choices); 4.23-26<sup>(12)</sup> (adoption of this Guidance); 4.30 (enacting ECN 2); 4.49 (video conferencing and flexible working); 4.68 (enacting ECN 4)</li> <li>• <b>Somerset Future Transport Plan Policy Document – Transport and Development (March 2011)</b></li> <li>• Para. 3.4 (use of Guidance to prepare TPs)<sup>(13)</sup></li> </ul>
Local community plans	Some areas have specific initiatives to engage employers in travel plans through Local Strategic Partnerships, such as South Somerset Together in Yeovil
Government guidance/guidelines	<ul style="list-style-type: none"> <li>• Guidance on Transport Assessment 2007</li> <li>• Delivering Travel Plans through the Planning Process 2009</li> <li>• Essential Guide to Travel Planning 2008</li> <li>• Manual for Streets 2007 and Manual for Streets 2 2010</li> <li>• Making Residential Travel Plans Work 2007</li> </ul>
Somerset County Council guidance/guidelines	<ul style="list-style-type: none"> <li>• Manual for Travel Plans 2008</li> <li>• Estates Roads in Somerset 1991</li> <li>• Highways Development Control in Somerset</li> </ul>

Table 1.1

## 1.2 Relevant Local Policy

### Targets for the reduction of road traffic by the LHA

- 10 “We will help hauliers choose the most appropriate routes and work to improve communication between communities and the hauliers that serve them.”
- 11 “We will help people walk and cycle to Somerset’s schools and make the school transport services we provide more efficient.”
- 12 “We are developing a Supplementary Planning Document (SPD) to support the delivery of Travel Plans in Somerset”
- 13 “Developers will be expected to use our Travel Plans SPD(7), as outlined in our ‘Schedule of Policies’, to prepare their Travel Plans.”

The second Local Transport Plan Modal Share of Journeys to Work (LPI2) indicator aimed to reduce single occupancy vehicle (SOV) use from 54% for all journeys to work to 50% by 2011. Travel plans are expected to contribute significantly towards maintaining this target.

### **Local initiatives for the promotion of public transport, walking and cycling by the LHA**

Moving Somerset Forward is an ongoing Somerset County Council campaign initiative to reduce congestion and pollution in Somerset by helping developers, businesses, local communities and members of the public to explore sustainable transport options. It provides detailed information on all forms of transport in Somerset and beyond. It is accompanied by a website and works in partnership with other providers such as the NHS to secure funding for services relating to sustainable transport, such as cycle repair sessions and promotion.

Further guidance on the Moving Forward campaign is available on Somerset County Council's website [www.movingsomersetforward.co.uk](http://www.movingsomersetforward.co.uk).

### **Local targets for the adoption of travel plans by local businesses and other organisations**

Somerset County Council's Strategic Planning Group, through its service plan (2010-11), aims to begin at least 24 new travel plans and to agree and approve at least 6 new travel plans annually. Performance against this target is reviewed each year and the target will be stretched where necessary to ensure continued securing and implementation of travel plans.

### **Air quality areas in Somerset**

Three Air Quality Management Areas (AQMAs) exist in Somerset. Two of these are in Taunton (section of East Reach and the A358 at Henlade). Yeovil has been declared a town-wide AQMA.

Although no AQMAs have been introduced in Bridgwater to date, certain congested routes through the town (Taunton Road, Broadway and Monmouth Street) experience high concentrations of NO<sub>2</sub> relative to the national maximum threshold. These roads are being closely monitored.

Air Quality Action Plans (AQAPs) are in place to address the problems in the AQMAs named above, which include actions relating to the role of travel plans.

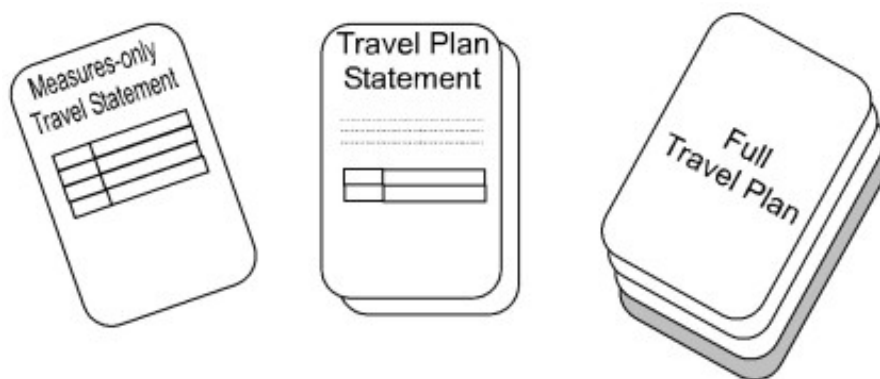
### **1.3 When are Travel Plans required in Somerset?**

PPG13 (2001) sets out indicative thresholds above which it is indicated travel plans should be submitted alongside planning applications for all major developments comprising jobs, shopping, leisure and services with further categories of land-use

added in the Guidance on Transport Assessment<sup>(14)</sup> (GTA) (2007). Somerset has adopted its own local standards to clarify what type of travel plan is required and when.

### Thresholds for Travel Plans in Somerset

In Somerset, **Travel Plans (TP)**, **Travel Plan Statements (TPS)**, or **Measures-only Travel Statements (MoTS)** are required relative to the size of the development. The land-use size thresholds vary between land-uses allowing for differences in employment densities and trip generation between land uses. A Full Travel Plan will deliver a greater level of modal shift than a lower level travel plan.



#### TVS 1

Table 1.2 presents the thresholds that apply in requiring travel plans in Somerset, as a result of the adoption of this guidance, and compares these to national indicative thresholds.

As a basic threshold by which to negotiate and determine a requirement for a Full Travel Plan document, a development site with 50 or more total employees, 25 car parking spaces or 1000m<sup>2</sup> floor areas could be required to produce a travel plan as a general principle, which all occupiers will be expected to take part in delivering.

The requirements for producing a travel plan document are less extensive for smaller developments with fewer impacts (see Table 1.2), and the content of the travel plan varies according to the surrounding local context or position in the settlement hierarchy.

The content of travel plans is further described in Table 1.2. Before submitting a planning application (see Section 2.1), developers should check Table 1.2. The local planning authority or local highway authority will use these guidelines to advise whether a travel plan is needed and in validating planning applications.

14 “These thresholds are for guidance purposes and should not be read as absolutes. Local authorities may interpret them in light of their own circumstances.” (Guidance on Transport Assessment)

## Travel plans in specific circumstances

Travel plans for developments with existing or historic trip generation:

- Even if a Transport Assessment has indicated that either the road network in the immediate vicinity is able to carry the additional car trips arising from a development or that the car trips are equal to or less than an existing land-use on the development site, an appropriate travel plan may still be required in order to maximise the use of more sustainable modes of transport particularly on the wider network in accordance with delivering the outcomes outlined in Section 1.1.

Travel plans for developments outside of policy limits:

- Exception development sites outside of development limits meeting travel plan thresholds will require particularly extensive travel plans if granted planning permission to ensure that sustainable travel objectives are met.

Adopting travel plans for developments below indicative national thresholds:

- In addition to the indicative thresholds, PPG13 allows travel plans to be required below these thresholds where there are local initiatives and targets to reduce car use and support the use of alternative modes of travel and/or where local conditions demand (see Section 1.1)

Adopting travel plans for equality of access:

- For developments where equality of access is important, such as GP surgeries/medical centres, there is a general requirement to produce a travel plan to ensure accessibility.

Travel plans for town centre development sites:

Town centre development sites with good accessibility levels will be expected to introduce measures according to the type of travel plan required by the thresholds to ensure that modal shift is maximised for developments with good levels of accessibility across Somerset.

Travel plans for mixed use developments:

For mixed-use developments, umbrella travel plans are required to cover the entire development site including all individual uses in the development (however small) in as much detail as possible.

Travel plans for outline applications:

Travel plans will be required for assessment at the outline application stage. For the limited number of measures that cannot be detailed at the time the travel plan is submitted, travel plans should include an introduction the measures that will be submitted in more detail at a later stage, and outline the key criteria that will be followed in their design (e.g. standards, templates, ratios of provision etc.).

Land use type	Somerset County Council lower size threshold (m <sup>2</sup> GFA unless indicated)	Level of Fee	Structure required of travel plan document at this scale of development	Measures expected in travel plan document
		○ = no fee ◆ = lower level □ = upper level	Site Audit Report with Polar Plot, Action Plan, and Monitoring Strategy and Modal Share Targets <b>required in all submissions</b> except where indicated below  See Contents Checklist for a template of travel plan headings	As a minimum  See Table 3.1 for definitions of some of these measures
<b>a. Measures-only Travel Statements (MoTS)</b>				
A1 – food or non-food				<ul style="list-style-type: none"> <li>✓ Travel Plan Representative</li> <li>✓ Details of parking levels and locations for all modes of travel and users of the development</li> <li>✓ Website and paper based measures for alternative travel directions (£) or ©</li> <li>✓ Training and induction/sales plans for staff/visitors/ residents ©</li> <li>✓ Financial incentives (including analysis of payments for car use)</li> <li>✓ Residential Travel Vouchers for <b>residential</b> households with travel plans</li> <li>✓ On-site facilities for greener travel © <ul style="list-style-type: none"> <li>- Showers</li> <li>- Lockers</li> <li>- Cloakroom</li> <li>- Drying cupboards/cabinets</li> <li>- Benches</li> <li>- Walking/cycling provision</li> </ul> </li> <li>✓ Residential travel plan measures (see Site Audit and Design Guidelines) ©</li> <li>✓ Smarter working measures (IT, home working) ©</li> <li>✓ Parking Management Strategy ©, e.g. <ul style="list-style-type: none"> <li>- restriction of parking for car users</li> <li>- permits</li> <li>- charges</li> </ul> </li> <li>- Controlled Parking Zones and TROs (£)</li> <li>✓ References to local policy documents (see Table 1), <a href="http://www.movingsomersetforward.co.uk">www.movingsomersetforward.co.uk</a> and <a href="http://www.carsharesomerset.com">www.carsharesomerset.com</a> ©</li> <li>✓ Engagement with local employers/area-wide travel plan initiatives/activities/networks ©</li> </ul>
A2 – financial and professional				
A3 – restaurants and cafes	>100	○		
A4 – drinking establishments				
A5 – hot food takeaways				
C2 – hostels, education residential				
B1 – offices			≠ Site Audit Report with Polar Plot and Monitoring Strategy and Modal Share Targets <b>not required.</b>	
D1 – health centres/public buildings	>500	○	✓ Action Plan required as Table of Measures (see Appendix 9 for template)	
D2 – assembly and leisure				
B2-7 – general industry				
B8 – storage or distribution	>1000	○		
C2 – education residential	>50 students			
C2 - hostels	>100 residents			
C1 – hotels	>30 bedrooms			
C2 – hospitals and nursing homes	(C1) or beds (C2)	○		
C3	>10 dwellings	○		<p><b>Appendix:</b></p> <ul style="list-style-type: none"> <li>- Signed copy of travel plan charter included with travel plan</li> <li>- Draft travel information</li> <li>- Relevant plans and drawings showing location and detail of hard travel plan measures</li> </ul>

Land use type	Somerset County Council lower size threshold (m <sup>2</sup> GFA unless indicated)	Comparative GTA thresholds for selected development classes (m <sup>2</sup> GFA unless indicated)  Note: DfT only sets indicative thresholds for travel plans and does not prescribe the type of travel plan this relates to	Level of Fee  ○ = no fee ◆ = lower level ◻ = upper level	Structure required of travel plan document at this scale of development  Site Audit Report with Polar Plot, Action Plan, and Monitoring Strategy and Modal Share Targets  <b>required in all submissions except</b> where indicated below  See Appendix Contents Checklist for a template of travel plan headings	Measures expected in travel plan document  As a minimum  See Table 3.1 for definitions of some of these measures
<b>b. Travel Plan Statements (TPS)</b>					
A1 – food	>500	TS >250 TS >800	◆	✓ Site Audit Report with Polar Plot only required for residential developments	<b>As above plus:</b>  ✓ Travel Plan Coordinator (half day per week) with contact details. organizational, management responsibilities and reporting lines allocated ☺ ✓ Programme of ongoing awareness raising campaigns, promotions, events ☺ ✓ Automatic traffic counters for employment developments (£) or ☺ ✓ A defined budget or travel plan management fund (£) or ☺
A1 – non-food professional					
A3 – restaurants and cafes					
A4 – drinking establishments					
A5 – hot food takeaways	>1000*	TS >1500 (B1)	◆	✓ Action Plan required for on-site measures to be supplemented with a Table(s) of Measures for each relevant unit or phase at reserved matters stage and post-occupation to demonstrate compliance with TPS  ✓ Monitoring Strategy and Modal Share Targets <u>only</u> required for employment developments with a completed modal share targets table(s) attached to travel plan	
B1					
D1 – health centres/public buildings					
D2 – assembly and leisure					
B2-7	>1500	TS >2500	◆		
B8	>2000	TS >3000	◆		
C1 – hotels	>75 bedrooms	-	◆		
C2 – education residential	>100 students	-	◆		
C2 – hospitals and nursing homes	>40 beds	-	◆		
C2 – hostels	>250 residents	-	◆		

	Somerset County Council lower size threshold	Comparative GTA thresholds for selected development classes	Level of Fee	Structure required of travel plan document at this scale of development	Measures expected in travel plan document
C3	>30 dwellings (or where car parking allocation is fewer than 1 space per dwelling for any dwelling in the development)	TS >50 units	◆		

Land use type	Somerset County Council lower size threshold	Comparative GTA thresholds for selected development classes	Level of Fee	Structure required of travel plan document at this scale of development	Measures expected in travel plan document
	(m <sup>2</sup> GFA unless indicated) with indicative staff numbers for reference#	(m <sup>2</sup> GFA unless indicated) Note: DFT only sets indicative thresholds for travel plans and does not prescribe the type of travel plan this relates to	○ = no fee ◆ = lower level ◻ = upper level	Site Audit Report with Polar Plot, Action Plan, and Monitoring Strategy and Modal Share Targets <b>required in all submissions</b> except where indicated below  See Appendix Contents Checklist for a template of travel plan headings	As a minimum  See Table 3.1 for definitions of some of these measures
<b>C. Full Travel Plans</b>					
A1 – food	>800 (42 indicative staff number)	TA/TP >800	◻	✓ Action Plan to be supplemented with a Table(s) of Measures for each relevant unit or phase at reserved matters stage and post-occupation to	<b>As above plus:</b> ✓ Travel Plan Coordinator (1 – 5 days per week – see Table 5 for guidance) with contact details, organisational, management responsibilities and reporting lines allocated © ✓ Physical off-site measures to enable walking, cycling, public transport (£)
A1 – non-food	>1500 (75 indicative staff number)	TA/TP >1500	◻		

	Somerset County Council lower size threshold	Comparative GTA thresholds for selected development classes	Level of Fee	Structure required of travel plan document at this scale of development	Measures expected in travel plan document
A2 – financial and professional A3 – restaurants and cafes A4 – drinking establishments A5 – hot food takeaways	>1000*	-	<input type="checkbox"/>	demonstrate compliance with TP  ✓ Monitoring Strategy and Modal Share Targets with a completed modal share targets table(s) attached to travel plan	linked to Site Audit Report ✓ Policies to manage deliveries ☺ ✓ Signage strategy on-and off-site included on plans for directions and facilities (£) or ☺ ✓ Communications Strategy including Green travel clubs and proposals for target audience segmentation ☺ ✓ Engagement in and/or setting up of area-wide travel planning proposals (£) or ☺ ✓ Automatic traffic counters (permanent) (£) or ☺
B1	>1500 (94 indicative staff number)	TA/TP >2500	<input type="checkbox"/>		
B2-7	>2500	TA/TP >4000	<input type="checkbox"/>		
B8	>5000 (100 indicative staff number)	TA/TP >5000	<input type="checkbox"/>		
C1	>100 bedrooms	-	<input type="checkbox"/>		
C2 – education residential	>150 students	-	<input type="checkbox"/>		
C2 – hostels	>400 residents	-	<input type="checkbox"/>		
C2 – hospitals and nursing homes	>50 beds				
C3	>50 units	TA/TP >80 units	<input type="checkbox"/>		

**Notes**

(£) - direct financial payment or commitment to LHA or other parties, e.g. occupiers, required; ☺ - commitment to implement required; \* - Not fixed, but this threshold serves as a starting point by which to determine type of travel plan required

Table 1.2 Travel plan thresholds for development sites in Somerset based on strategic significance and comparison with indicative thresholds from the Government's Guidance on Transport Assessment (2007).

Extensions or alterations to existing land-uses:

Opportunities will be sought during the development, alteration or extension of existing sites to secure travel plans or travel plan measures where these do not already exist, in order to “promote the widespread use of travel plans amongst businesses, schools, hospitals and other organisations” (PPG13).

Developments sites that are being extended by 20% or more in GFA (or other relevant measure), bringing the total GFA/relevant measure above the travel plan thresholds or where 25 car parking spaces or more are being added will be required to prepare and have approved a travel plan. This travel plan should cover for the entire site across which the business operates; this is defined below.

Travel plans may also be advantageous for changes in occupier or land-use involving a significant (non-trivial) planning application also trigger a travel plan where a new management structure and staff are being introduced and a new set of travel patterns are likely; this is particularly relevant where the previous incumbents did not have a travel plan.

Criteria for defining the limits of a site:

In defining a travel plan need for an extension, total parking levels for a development are calculated taking into account the entire operational site including the extension, i.e. analyses is not limited to the extension. Any travel plan for an extension is similarly be required for the whole site (i.e. the ‘blue line’ rather than solely the ‘red line’ of the application). The operational site is defined by any of the following:

- Shared car parking
- Shared business ownership or operational activities
- Shared facilities
- Shared access
- Shared marketing

Section 2 goes on to explain who is involved in travel planning, and Sections 3 and 4 describe the required content of travel plans.