

Appendix 1

Requirement for School Travel Plans through Development Control

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Type of Application:

Level 1	Works to school are on existing school site and do not cause any significant changes in capacity, access arrangements, catchment area or operational procedures (e.g. extended community use).
Level 2	Works to school are on existing site , but involve changes to one or more of the following: <ul style="list-style-type: none"> • Increase in capacity of over 10% or 100 pupils, whichever is the smaller. • Changes to access routes either into or within site • Changes to the catchment area of the school • Significant changes to operational procedure e.g. new facilities allowing public or community access, extended opening hours
Level 3	School is moving in whole or part to a new site or application is for a new build.

Information Required

Level 1	<ol style="list-style-type: none"> 1) School Travel Plan for existing site written within last 2 years and reviewed within the last 12 months. 2) Commitment to review travel plan within 6 months of completion of new works.
Level 2	<p>As for Level 1 plus the following:</p> <ol style="list-style-type: none"> 1) Details of capacity, access, catchment and operational changes and an analysis of how this might affect travel to school habits identified in the travel plan. This should include plans of relevant details, e.g. maps showing expected home locations of new pupils where there is increased capacity, plans showing new travel routes for pupils where there are changes to access arrangements etc. Details of improvements that could be made at time of works or subsequently to mitigate any potential increase in car use and/or progress sustainable travel targets in the Travel Plan. 2) Plans of new layout, including a site plan and neighbourhood map showing detailed access routes. 3) Copy of any transport assessment completed and details of any recommendations.
Level 3	<p>As for Level 2, plus the following:</p> <p>1a) (For schools moving from an existing site).</p> <ul style="list-style-type: none"> • If not already completed, schools must undertake the first stages of a Travel Plan for the existing site, to include a survey of pupil travel and identification of desires and opportunities. • Provide an analysis of transport conditions at new site and

	<p>how the move will affect the transport choices of existing and new pupils. Set targets, measures and objectives for new site (to be included in S106 conditions). Identify measures to be taken during the build of the new school to mitigate car use, facilitate sustainable travel and progress the targets set in the travel plan.</p> <ul style="list-style-type: none"> • Commit to complete a full Travel Plan for the new site within 12 months of occupation (S106 condition). <p>1b) (For new builds)</p> <ul style="list-style-type: none"> • Provide an analysis of transport conditions at the proposed site and how pupils are expected to travel. This should include maps of catchment area and expected home locations of pupils and maps of the main access routes from these areas. Set targets, measures and objectives for new site (to be included in S106 conditions). Identify measures to be taken during the build and promotion of the new school to mitigate car use, facilitate sustainable travel and progress the targets set in the travel plan. • Commit to complete a full Travel Plan for the new site within 12 months of occupation (S106 condition). <p>2) Design and Access Statement and movement diagram.</p> <p>3) Details and plans of any wider development surrounding the school and the position of the school within it. Details of links to any Travel Plans for that wider development.</p> <p>4) Plans of public transport links</p>
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Comments to be provided by:

Level 1	School travel team
Level 2	School travel team, Road safety partnership
Level 3	School travel team, Road safety partnership, Work travel team plus any other members of the team as appropriate to individual circumstances (e.g. Cycling Officer, Smarter Choices team)

Albert Ward will be the principal point of contact for all application and will disseminate and collate comments from other members of the team.

We will aim to provide comments within 3 weeks.