

## Appendix 4

### Use of Conditions

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### Guidance on use for travel plans

Conditions will be used only where the tests of Circular 11/95 can be met.

Conditions may be used to secure specific travel plan-related measures where a travel plan document itself is not needed, for example to secure simple measures with standard requirements such as cycle parking and upgraded bus stops<sup>1</sup>. They may be suitable for Measures-only Travel Statements or Travel Plan Statements. Conditions will only be used in cases where the site is not complex, of small scale, and there is reasonable certainty over the intended occupier. Conditions will not be suitable to secure full Travel Plans.

They will be enforceable and shall be precise in their requirements.

### Consistency of conditions:

Should the LPA wish to include a condition for the overall travel plan, it is recommended that the following principles are followed:

- The travel plan must be agreed prior to commencement, to allow physical infrastructure to be determined appropriately with the rest of the planning process
- The detail of the Travel Plan shall include:
  - A 'Site Audit Report', providing information about all existing travel opportunities to, from and within the development site for all Modes of Travel
  - An 'Action Plan' of new initiatives to improve travel options for staff, customers and visitors which shall include and not be limited to measures relating to the physical design and infrastructure in and around the development
  - A 'Monitoring Strategy' providing a methodology and schedule for monitoring all travel to, from and within the development site for all Modes of Travel by staff, customers and visitors and set of modal share targets
- The travel plan shall be both approved and thereafter implemented in full at all times
- Reasons: In order to promote alternative means of travel and to manage the effects of any additional traffic in the interests of sustainability.

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<sup>1</sup> "Planning conditions may be appropriate with smaller developments or when the range of measures required is simple. Conditions are not appropriate when payments are required."  
DfT (2009:9)

**Example conditions are provided below:**

For a travel plan:

Prior to the commencement of development, a Travel Plan is to be submitted to and approved in writing by the Local Planning Authority. Such Travel Plan should include soft and hard measures to promote sustainable travel along with a timetable for the implementation of the measures. The development shall not be occupied unless the agreed measures are being implemented in accordance with the agreed timetable. The measures should then continue to be implemented as long as any part of the development is occupied.

For travel plan measures:

Prior to the commencement of development, a measures-only travel statement [based on the travel plan submitted with the application] is to be submitted to and approved in writing by the Local Planning Authority. Such Travel Plan should include [travel plan contact, cycle parking, a shower, a car sharing scheme, cycle parking, motorcycle parking, signage and informational measures] to promote sustainable travel along with a timetable for the implementation of the measures. The development shall not be occupied unless the agreed measures are being implemented in accordance with the agreed timetable. The measures should then continue to be implemented as long as any part of the development is occupied.

For cycle parking:

Prior to the commencement of development, a detailed scheme for [open/covered/fully enclosed] spaces for not less than [no.] [staff and visitors', residents'] bicycles and secure parking for [no.] motorcycles is to be submitted to and approved in writing by the Local Planning Authority. The development shall not be occupied unless in accordance with the agreed scheme in terms of layout, construction and drainage.