

## Somerset County Council

### Travel Plan Fees

#### Introduction

A standard set of Travel Plan Fees will apply to travel plans received by Somerset County Council's Travel Plan Coordinator from 1<sup>st</sup> June 2009 in relation to planning applications.

This document sets out the basis of these fees and is directed at developers and their consultants.

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#### What is included in the Travel Plan Fee?

The standard Travel Plan Fee covers the following services provided by Somerset County Council in relation to pre-application discussions and post-determination monitoring reviews for travel plan developments in Somerset. The Travel Plan Fee covers the assessment of the travel plan prior to the submission of a planning application, in accordance with the 1APP process.

The aim of this service is to provide a full travel plan service to developers who are required to produce a travel plan as part of their planning application.

The Travel Plan Fee covers the following costs to Somerset County Council:

#### **A) Pre-approval:**

1. Assessment of travel plan drafts
2. Site visit and travel expenses
3. Approval of action plans and targets
4. Printed copy of Manual for Travel Plans guidance

#### **B) During operation of travel plan:**

1. Receipt and checking of monitoring data and tracking of actions implemented
2. Site visits and travel expenses
3. Administration of travel plan support and sanctions
4. Approval of conditions and obligations (where fulfilled) relating to the

implementation of actions and achievement of modal split targets in travel plans in Somerset.

### **C) Costs of developing supporting information:**

1. Production of Manual for Travel Plans guidance
2. Provision of iOnTRAVEL travel plan monitoring tool
3. Provision of Moving Forward website support service

Such charges are consistent with the practice of other local authorities and the advice contained within the DfT Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009).

#### How has the scale of the Travel Plan Fee been determined?

The scale of the Travel Plan Fee has been calculated with reference to the above costs (see Appendix 2), and applied at two levels based on an average cost for each size of development across Somerset. The threshold between the upper and lower fee is linked to the size of development, as determined by the Department for Transport's (DfT) travel plan thresholds, published in the DfT Guidance on Transport Assessment (2007). The DfT's development uses/descriptions are reproduced verbatim in Appendix 1.

There are two levels of charges, with a supplement payable for large or mixed-use developments where two or more land-uses on-site exceed the DfT thresholds, or the development in total is double the DfT threshold.

1. Small developments - £700 + VAT per travel plan
2. Large developments - £2,000 + VAT per travel plan
3. Large developments where two or more land-uses on-site exceed the DfT thresholds, or the development in total is double the DfT threshold - £3,000 + VAT

**Please note.  
VAT is payable  
and is not  
included in the  
price shown**

#### What types of site are subject to the Travel Plan Fee?

All planning applications including a travel plan will be required to pay the Travel Plan Fee to Somerset County Council, as lead authority for travel plans in Somerset. The fee is related to all application types (e.g. outline, hybrid, full and reserved matters) and all types of travel plan (including travel plan 'frameworks' and travel plan 'statements'). The Travel Plan Fee will be charged once only per development and will be applied as early in the development process as practicable.

#### Where can I find out more about travel plans?

- [www.movingsomersetforward.co.uk/new-developments](http://www.movingsomersetforward.co.uk/new-developments) – SCC's *Travel Plan guidance*

- [www.iontravel.co.uk](http://www.iontravel.co.uk) – SCC's Monitoring Tool for Travel Plans

#### How and when should the Travel Plan Fee be paid?

Cheques covering the Travel Plan Fee above must be submitted to Somerset County Council's Travel Plan coordinator, and be made payable to Somerset County Council.

The payment must be submitted at or before the time of the planning application (or a travel plan through condition) being submitted. District Councils should advise applicants of this Travel Plan Fee during the validation process so payment is with Somerset County Council by the time the travel plan is received for assessment by Somerset County Council prior to determination of the planning application.

#### What does the Travel Plan Fee not cover?

The Travel Plan Fee does not cover and is separate to the provision or implementation of other measures forming part of the content of the travel plan. Such other measures are agreed to or otherwise set out through planning conditions or obligations.

The Travel Plan Fee does not cover the work undertaken by the Highways Development Control Team at Somerset County Council in processing the planning application.

The Travel Plan Fee does not cover work undertaken by the Transport Analysts at Somerset County Council in determining the Transport Assessment.

#### What will happen if the Travel Plan Fee is unpaid?

SCC is unable to approve or otherwise make formal recommendations on the content of travel plans until the Travel Plan Fee has been received.

SCC may recommend refusal of the planning application in the event of a Travel Plan Fee not being paid, where the ongoing impact of the travel plan has been unable to be assessed.

A number of options are open to the Local Planning Authority who will determine the planning application.

#### Is the Travel Plan Fee refundable?

The Travel Plan Fee is only refundable in exceptional circumstances at the sole discretion of Somerset County Council.

## Appendix 1. Schedule of charges based on land-use

<i>Land use classes, uses/descriptions and thresholds from DfT (2007) Guidance on Transport Assessment</i>				
Land use	Use/description of development	Small developments	Large developments*	Unit of size
		£700 + VAT	£2000 + VAT	
<b>Food retail (A1)</b>	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	<800 sq.m	>800 sq.m	GFA
<b>Non-food retail (A1)</b>	Retail sale of non food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	<1500 sq.m	>1500 sq.m	GFA
<b>A2 Financial and professional services</b>	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	<2500 sq.m	>2500 sq.m	GFA
<b>A3 Restaurants and cafés</b>	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	<2500 sq.m	>2500 sq.m	GFA
<b>A4 Drinking establishments</b>	Use as a public house, wine-bar or other drinking establishment.	<600 sq.m	>600 sq.m	GFA
<b>A5 Hot food takeaway</b>	Use for the sale of hot food for consumption on or off the premises.	<500 sq.m	>500 sq.m	GFA
<b>B1 Business</b>	(a) Offices other than in use within Class A2 (financial and professional services) (b) research and development – laboratories, studios (c) light industry	<2,500 sq.m	>2,500 sq.m	GFA
<b>B2 General industrial</b>	General industry (other than classified as in B1), The former 'special industrial' use classes, B3-B7, are now all encompassed in the B2 use class.	<4000 sq.m	>4000 sq.m	GFA
<b>B8 Storage or distribution</b>	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	<5000 sq.m	>5000 sq.m	GFA
<b>C1 Hotels</b>	Hotels, boarding houses and guesthouses, development falls within this class if 'no significant element of care is provided'.	<100 bedrooms	>100 bedrooms	Bedroom

<i>Land use classes, uses/descriptions and thresholds from DfT (2007) Guidance on Transport Assessment</i>				
Land use	Use/description of development	Small developments	Large developments*	Unit of size
		£700 + VAT	£2000 + VAT	
<b>C2 Residential institutions - hospitals, nursing homes</b>	Used for the provision of residential accommodation and care to people in need of care.	<50 beds	>50 beds	Beds
<b>C2 Residential institutions – residential education</b>	Boarding schools and training centres.	<150 students	>150 students	Student
<b>C2 Residential institutions – institutional hostels</b>	Homeless shelters, accommodation for people with learning difficulties and people on probation.	<400 residents	>400 residents	Resident
<b>C3 Dwelling houses</b>	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	<80 units	>80 units	Dwelling unit
<b>D1 Non-residential Institutions</b>	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	<1000 sq.m	>1000 sq.m	GFA
<b>D2 Assembly and leisure</b>	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	<1500 sq.m	>1500 sq.m	GFA

<i>Land use classes, uses/descriptions and thresholds from DfT (2007) Guidance on Transport Assessment</i>				
Land use	Use/description of development	Small developments	Large developments*	Unit of size
		£700 + VAT	£2000 + VAT	
<b>Others</b>	For example: stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	Discuss with appropriate highway authority	Discuss with appropriate highway authority	TBD

\* Developments that must have a travel plan according to DfT criteria; the lower limit of the upper threshold based on DfT (2007) Guidance on Transport Assessment. Travel Plans are often required below this threshold at the discretion of the local planning or highway authority.

A supplement of £1,000 + VAT will be payable where two or more land-uses on-site exceed the DfT thresholds, or the development in total is double the DfT threshold.

## Appendix 2. Breakdown of costs – Travel Plan Fee

	<b>Large developments</b>	<b>Small developments</b>
SCC travel plan coordinator staff time	1537.66	538.18
SCC travel plan coordinator travel expenses	147.22	51.53
SCC systems provision (including iOnTRAVEL, as listed)	315.12	110.29
<b>Total</b>	<b>2000.00 + VAT</b>	<b>700.00 + VAT</b>

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