



## Somerset County Council

### Travel Plan Fees

#### Introduction

A standard set of Travel Plan Fees applies 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 note has been updated in October 2010 to clarify how fees are payable.

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

For further information, please contact the Travel Plan Coordinator

[RTricker@somerset.gov.uk](mailto:RTricker@somerset.gov.uk)

Somerset County Council  
C7, County Hall  
Taunton  
TA1 4DY

01823 35 8079

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

The Travel Plan Fee covers the following services provided by Somerset County Council in relation to pre-application discussions and post-determination monitoring reviews for relevant developments in Somerset.

In summary, the Travel Plan Fee covers any assessment of the travel plan prior to the submission of a planning application (where applicable), in accordance with the 1APP process, and dealings with the Travel Plan Coordinator outside of the statutory consultation window relating to the approval and implementation of the final travel plan document.

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 of travel plan (at pre-application or subsequent to a planning application being determined):**

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 including safeguard measures schemes
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) Development costs of supporting information:**

1. Production of Manual for Travel Plans guidance  
(<http://www.movingsomersetforward.co.uk/new-developments/help-writing-travel-plans>)
2. Provision of iOnTRAVEL travel plan monitoring tool ([www.iontravel.co.uk](http://www.iontravel.co.uk))
3. Provision of Moving Forward website support service for occupiers  
(<http://www.movingsomersetforward.co.uk/business/explore-your-workplace>)

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

How has Somerset County Council determined the scale of the Travel Plan Fee?

The Travel Plan Fee is set at two levels based on an average cost for two scales of development (“Small” and “Large”; see Appendix 1). These costs have been calculated with reference to the services provided above (see Appendix 2). The threshold between the upper and lower level of fee in Appendix 1 has been determined by the Department for Transport’s (DfT) travel plan thresholds, published in the DfT Guidance on Transport Assessment (2007) and is linked to the scale/size of the development. The DfT’s development uses/descriptions are reproduced verbatim in Appendix 1.

A supplemental Fee is payable for large or mixed-use developments where two or more land-uses on-site exceed the DfT thresholds, or for each individual land-use in the development that is double DfT thresholds (see Appendix 1).

### Level of Travel Plan Fee

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 for each individual land-use in the development that is double DfT thresholds – **£2,000** + VAT, plus **£1,000** + VAT for each additional land-use, or each land-use that is double DfT thresholds

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

### When will developments be subject to a Travel Plan Fee?

All planning applications requiring a Full Travel Plan, or any type of travel plan secured through Section 106 mechanisms, 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', Travel Plan Statements, and Measures-Only Travel Statements) where these meet the appropriate thresholds set out in Appendix 1). The Travel Plan Fee will be charged only **once** per development and will be applied as early in the development process as is practicable.

Somerset County Council advises relevant applicants of the Travel Plan Fee through its online travel plan resources where Fee information is contained:

- <http://www.movingsomersetforward.co.uk/new-developments/getting-started>

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

Payments covering the Travel Plan Fee above must be submitted to Somerset County Council's Transport Development Group Finance Officer, and be made payable to Somerset County Council.

Obligations relating to the payment of the Travel Plan Fee will be agreed during the s106 negotiations. Payments must be made prior to the Commencement of development.

### 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, by the Travel Plan Coordinator, by the Senior Transport Modeller or any other agent of Somerset County Council in its function

as a statutory consultee during formal consultation periods on planning applications.

What happens if the Travel Plan Fee is not paid?

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

SCC may be unable to engross relevant s106 agreements in the absence of Travel Plan Fee clauses in such instances where non-payment will hinder Somerset County Council's ability to assess the ongoing implementation and effectiveness of the travel plan.

A number of options are open to the Local Planning Authority who determines each planning application.

Is the Travel Plan Fee refundable?

Once paid the Travel Plan Fee is not refundable.

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

## Appendix 1. Schedule of Travel Plan Fees based on land-use type and size

\* The lower limit of the upper threshold is based on DfT (2007) Guidance on Transport Assessment. Travel Plans are often required below this limit at the discretion of the local planning or highway authority.

For Large developments, a supplemental Fee of £1,000 + VAT is payable where two or more land-uses on-site exceed the DfT thresholds, or for each individual land-use in the development that is double DfT thresholds.

*Land use classes, uses/descriptions and thresholds from DfT (2007) Guidance on Transport Assessment*

Land use	Use/description of development	LEVEL OF FEE		Unit of size
		Small developments	Large developments*	
		£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 encompassed in the B2 use class.	<4000 sq.m	>4000 sq.m	GFA

*Land use classes, uses/descriptions and thresholds from DfT (2007) Guidance on Transport Assessment*

Land use	Use/description of development	LEVEL OF FEE		Unit of size
		Small developments	Large developments*	
		£700 + VAT	£2000 + VAT	
<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
<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
<b>Others</b>	For example: stadium, retail warehouse clubs, amusement	Discuss with appropriate	Discuss with appropriate	TBD

*Land use classes, uses/descriptions and thresholds from DfT (2007) Guidance on Transport Assessment*

Land use	Use/description of development	LEVEL OF FEE		Unit of size
		Small developments	Large developments*	
		£700 + VAT	£2000 + VAT	
	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.	highway authority	highway authority	

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

	Large developments	Small developments
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>

Last updated 22 May 2009  
 Minor text revisions 26/05/09  
 Mechanism for payment updated 15/10/10