

# Suffolk Travel Plan Guidance

**Second Edition – December 2021**





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# Chapter 1 – Introduction

## Purpose of this document

The purpose of this guidance is to promote consistency and best practice in travel planning across Suffolk and thereby fulfil national and local policy requirements. It will provide greater clarity to developers and other stakeholders involved in the planning process. It has been produced in response to feedback from LPAs and developers.

## How has this been produced?

Local government in Suffolk follows a two-tier structure, with planning responsibilities largely lying with the Local Planning Authorities (LPAs) and highways and transport responsibilities with the County Council. The content of this guidance has therefore been developed in consultation with the six LPAs in Suffolk<sup>1</sup>.

## Summary of key changes from February 2019 Travel Plan Guidance

- References to the National Planning Policy Framework (NPPF) have been updated following on from the July 2021 update
- Suffolk County Council Transport Strategy job titles updated to reflect the April 2021 restructure
- The Travel Plan thresholds in Table 3.3 has been updated in accordance with the 2020 changes to the planning use classes
- The value of the multi-modal voucher for residential developments has been specified (2 x one month bus tickets per dwelling)
- Suffolk Travel Plan Monitoring Framework for Workplace and Residential Developments has been referenced and included
- Policy table in Appendix 1 updated to reflect recent changes to policy

<sup>1</sup> Babergh District Council, Broads Authority, East Suffolk Council, Ipswich Borough Council, Mid Suffolk District Council and West Suffolk Council.



## Chapter 2 – Background

### What is a Travel Plan?

The National Planning Policy Framework (NPPF 2021)<sup>2</sup> defines a Travel Plan as “A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.” A Travel Plan should contain “positive action” and that it must be articulated in a document that is regularly reviewed<sup>3</sup>.

A good Travel Plan is a single integrated document that contains all the key information needed to implement a robust and effective long-term travel management strategy.

Meeting housing needs and delivering growth, whilst creating accessible, healthy and connected communities is challenging. Planning authorities therefore frequently require Travel Plans in relation to a wide range of development proposals including commercial, office, institutional, leisure, education and residential developments, to help reduce congestion and emissions and improve air quality, connectivity and public health.

Travel Plans identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling and public transport, with a view to reducing traffic and reliance on the private car.

A Travel Plan considers both proposed, and existing developments and it is a dynamic process, rather than a short-term fix or a finite project. It requires regular monitoring, reviewing and adjustment to make sure that it is achieving its goals.

Current planning guidance on Travel Plans<sup>4</sup> states that: “Travel Plans should identify the specific required outcomes, targets and measures, (see Appendix 3) and set out clear future monitoring and management arrangements all of which should

be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.”

For any further information on Travel Plans, please visit: [www.suffolk.gov.uk/travelplans](http://www.suffolk.gov.uk/travelplans), or email: [travelplans@suffolk.gov.uk](mailto:travelplans@suffolk.gov.uk)

### When is a Travel Plan necessary?

**A Travel Plan is required for any development that is going to create “significant” amounts of movement on the highway network according to paragraph 113 of the NPPF.**

Thresholds outlining when a Travel Plan is required can be found in Chapter 3. These are based on local decisions made by SCC in conjunction with the LPAs and are based on the previously published Travel Plan guidance by the Department for Transport (DfT)<sup>5</sup>.

Transport Assessments, Transport Statements and any other relevant evidence will be used to make this judgement. Transport Assessments and Transport Statements primarily focus on evaluating the potential transport impacts of a development proposal and suggest mitigation for any ‘severe’ effects, which may be taken forward in Travel Plans.

Paragraph 111 of the NPPF states that “Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.” It goes on to list the following in paragraph 112:

<sup>2</sup> Babergh District Council, Broads Authority, East Suffolk Council, Ipswich Borough Council, Mid Suffolk District Council and West Suffolk Council.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

<sup>3</sup> Good Practice Guidelines: Delivering Travel Plans through the Planning Process, Department of Communities and Local Government (2009)

<sup>4</sup> <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

<sup>5</sup> Good Practice Guidelines: Delivering Travel Plans through the Planning Process, Department of Communities and Local Government (2009)



*“Within this context, applications for development should:*

*a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*

*b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*

*c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*

*d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and*

*e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.”*

A Travel Plan also accords with NPPF paragraph 105, by contributing to the reduction of air pollution and improving public health, and paragraph 152 by reducing the contribution to climate change.

## Who is involved in travel planning?

**Suffolk County Council, in its capacity as the highway authority, is a statutory consultee to LPAs for highway matters and formulates its response through internal consultation with the following teams:**

- Active Travel Officers from the Transport Travel and Safety Team, who are responsible for overseeing the implementation of Travel Plans across the County in accordance with the NPPF;
- The Passenger Transport team which is responsible for bus infrastructure; and
- The Public Rights of Way team which is responsible for maintaining all public footpaths and bridleways in the county.

A number of third parties also feed into travel planning and these include but are not limited to:

- Public Transport Operators;
- National Highways;
- Network Rail;
- Those with responsibility for air quality within local authorities; and
- Agencies responsible for public health and safety

## What are the benefits of a Travel Plan?

**The benefits of travel planning are as follows:**

- **Environmental:** Opportunities to reduce air pollution, noise and tackle climate change. Opportunities for creating more attractive, connected and liveable communities.
- **Economic:** Improved site access and travel choices for staff/customers/pupils/visitors, less traffic congestion and fewer delays, greater range of benefits to offer staff staff/customers/pupils/visitors, reduced cost of and demand upon car parking.
- **Social:** Potential for improved road safety and improving relations with neighbours (e.g. reduction in parking disputes), promoting active travel choices which can improve physical and mental health and productivity, tackling childhood obesity and reducing exposure to and the generation of air pollution, which allows those without a car to travel independently.

## What policies support the use of Travel Plans?

**There are a number of local and national policies which support the use of Travel Plans. These are in Appendix 1.**



# Chapter 3: Developing a Travel Plan – where should you start?

## When should I think about a Travel Plan?

The following table shows what you need to consider in terms of travel planning at each stage of the planning process.

Table 3.1:

Stage	Requirement
Scoping	<ul style="list-style-type: none"> <li>● Establish the requirement for a Travel Plan or, for a smaller development suitable Travel Plan measures</li> <li>● Identify the need for the Transport Assessment or Transport Statement</li> <li>● Applicant and SCC agree the type of Travel Plan required and how this will be integrated with the overall highway mitigation package identified through the Transport Assessment</li> <li>● Applicant agrees the requirements for the Travel Plan with Local Planning and Transport Authorities</li> </ul>
Pre-application	<ul style="list-style-type: none"> <li>● Applicant submits draft Travel Plan to SCC through the Highways Development Control Mailbox (<a href="mailto:Highways.DevelopmentControl@suffolk.gov.uk">Highways.DevelopmentControl@suffolk.gov.uk</a>) to allow SCC to evaluate the Travel Plan and make comments (a fee may be required for this service)</li> <li>● SCC gives feedback to the applicant enabling review and assessment of the Travel Plan</li> <li>● Applicants undertake informal consultation on the proposed application</li> <li>● Applicant and LPA undertake negotiations</li> <li>● SCC and applicant agree draft terms of legal agreement and conditions</li> </ul>
Submission of Application	<ul style="list-style-type: none"> <li>● Submit final Travel Plan and Transport Assessment for consideration alongside the planning application to the LPA</li> <li>● SCC carries out further/final evaluation of the plan and ensures that the responsibility for the Travel Plan and its full implementation is clearly set out</li> <li>● LPA carries out statutory consultation</li> <li>● SCC and applicant agree any amendments to the Travel Plan, legal agreements (conditions and/or Planning Obligations) and finalise supporting documents</li> </ul>
Post determination of planning application and pre-occupation	<ul style="list-style-type: none"> <li>● Update and expand the Travel Plan in accordance with the planning conditions and/or Planning Obligation</li> <li>● Developer/Occupier commences implementation of measures at agreed trigger points</li> </ul>



Stage	Requirement
Occupation	<ul style="list-style-type: none"> <li>● Occupier/Developer ensures full implementation of Travel Plan in accordance with agreed trigger points</li> <li>● SCC agrees that the Travel Plan requirements have been met, enabling occupation to take place</li> <li>● SCC to ensure occupier undertakes the collection of baseline data for monitoring in a standardised format at the agreed trigger point</li> <li>● SCC and developer/occupier agree any necessary handover of responsibilities from developer/occupier</li> </ul>
Post-Occupation	<ul style="list-style-type: none"> <li>● Occupier monitors Travel Plan outcomes as set out in a planning condition or Section 106 agreement and in line with SCC's requirements.</li> <li>● Occupier collects data at appropriate times in agreed forms.</li> <li>● SCC ensures any on-going measures continue to be delivered</li> <li>● Occupier and SCC undertake review process to agreed timescales</li> </ul>
Enforcement	<ul style="list-style-type: none"> <li>● LPA in consultation with SCC considers use of enforcement if outcomes are not delivered and amendments cannot be agreed with the developer/occupier</li> </ul>



## What type of Travel Plans are there?

The following table details the different types of Travel Plans which can be sought:

Table 3.2:

Stage	Description	When should this be submitted?
Full	<p>Must include detailed objectives and targets, Travel Plan measures, full details of the person responsible for administering the Travel Plan (Travel Plan Coordinator), an action plan, budget and arrangements for monitoring and management.</p> <p>It is important that continued operation is passed on to respective occupiers.</p>	<ul style="list-style-type: none"> <li>● Full planning applications where the proposed use and accessibility needs are known.</li> <li>● Outline applications where the scale of uses is known.</li> <li>● Reserved matters application for subsidiary Travel Plans</li> </ul>
Interim	<p>An Interim Travel Plan should be submitted for all developments when there is insufficient background information on the proposed site and where it is not possible to produce a full Travel Plan. This would be the case for new residential development, or for commercial developments that have no end user identified (e.g. retail and business parks).</p> <p>The Interim Travel Plan must include commitments towards achieving objectives and targets drawn from interim baseline data. This interim baseline data should include Census travel to work data, and suitable local vehicular count data. Some aspects of the Travel Plan and some measures may be provisional.</p> <p>For multiple-occupier commercial sites this will be the overarching Travel Plan that sets the overall outcomes, targets and indicators for the entire site. It should also set the parameters for the subsidiary Travel Plans, which should comply with, and be consistent with, the wider targets and requirements of the overarching Travel Plan. Each occupier will be required to produce their own subsidiary Travel Plan that fits within the overarching Travel Plan when each reserved matters application is submitted. Potential occupiers therefore need to be advised of the Travel Plan requirements. This should be managed and monitored by a dedicated management team (e.g. Travel Plan Management Group) to ensure all occupiers on the site comply with it.</p> <p>The Interim Travel Plan should set out a timeframe for completion of the Full Travel Plan.</p>	<ul style="list-style-type: none"> <li>● Outline applications, or applications of where the end user are not known</li> </ul>



Stage	Description	When should this be submitted?
Area-wide	<p>An Area-wide Travel Plan should be considered where no single site Travel Plan can effectively respond to the outcomes required, e.g. in a rural area or a major complex development. There should be targets and objectives that are based on the best interests of the area, with regular consultation between other stakeholders in the area. A Travel Plan Management Group would be essential towards driving the success of the Travel Plan.</p>	<ul style="list-style-type: none"> <li>● Outline application</li> </ul>





## What are the thresholds for the use of Travel Plans?

Suffolk County Council has set development scale thresholds above which a Travel Plan should be produced. This requirement applies to both new developments and extensions of existing. In cases of extensions to existing sites, a Travel Plan will usually only be requested if the area of new development exceeds the threshold.

**Table 3.3<sup>6</sup>:**

Land use	Travel Plan measures required	Travel Plan required
B2 General industrial	→2500←4000 sq. m	→4000 sq. m
B8 Storage or distribution	→3000←5000 sq. m	→5000 sq. m
C1 Hotels	→75←100 bedrooms	→100 bedrooms
C2 Residential institutions – hospitals, nursing homes	→30←50 beds	→50 beds
C2 Residential institutions – residential education	→50←150 students	→150 students
C2 Residential institutions – institutional hostels	→250←400 residents	→400 residents
C3 Dwelling Houses	→50 ←79 dwellings	→80 dwellings
C4 Houses in multiple occupation	Discuss with SCC Highways	Discuss with SCC Highways
E(a) Display or retail sale of goods, other than hot food	→250←800 sq. m	→800 sq. m
E(b) Sale of food and drink for consumption (mostly) on the premises	→300←2500 sq. m	→2500 sq. m
E(c) Provision of Financial services, professional services (other than health or medical services), or other appropriate services in a commercial, business or service locality	→1000←2500 sq. m	→2500 sq. m
E(d) Indoor sport, recreation, or fitness (not involving motorised vehicles or firearms)	→500←1500 sq. m	→1500 sq. m
E(e) Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)	→500←1000 sq. m	→1000 sq. m
E(f) Creche, day nursery or day centre (not including a residential use)	→500 ←1000 sq. m	→1000 sq. m

<sup>6</sup> Source – Adapted from National guidance on requiring a Travel Plan or Travel Plan statement (as set out in the national GTA guidance) – DFT Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009) & The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020



**Table 3.3<sup>6</sup>:**

Land use	Travel Plan measures required	Travel Plan required
E(g) Uses which can be carried out in a residential area without detriment to its amenity:  (i) Offices to carry out any operational or administrative functions,  (ii) Research and development of products or processes  (iii) Industrial processes	→1500←2500 sq. m	→2500 sq. m
F1 Learning and non-residential institutions	→500←1000 sq. m	→1000 sq. m
F2 Local community	→500←1500 sq. m (c&d ONLY)	→1500 sq. m (c&d ONLY)
Others	Discuss with SCC Highways	Discuss with SCC Highways

Schools and other educational establishments are required to submit Travel Plans for new sites or when expansion results in increased published admission numbers. School Travel Plans should be produced using the nationally recognised School Travel Plan accreditation scheme, Modeshift STARS Education. For further information on School Travel Plans please email: [schooltravelplans@suffolk.gov.uk](mailto:schooltravelplans@suffolk.gov.uk). Travel Plans for colleges and universities please email: [travelplans@suffolk.gov.uk](mailto:travelplans@suffolk.gov.uk).

Travel Plans may also be required for developments which do not meet these thresholds, for example those that have an adverse effect on air quality management areas or conservation areas and those that might exacerbate congestion and road safety problems.

Applications falling below the threshold may not warrant a formal Travel Plan, and in these cases, selected Travel Plan measures can effectively deal with the matters arising from the Transport Assessment. These are likely to focus on site measures encouraging sustainable travel, or contribution towards a more strategic scheme and are normally secured by planning conditions or Section 106 obligations and would usually neither require the formal appointment of a Travel Plan Coordinator, nor a long-term monitoring and management strategy that is required by a Travel Plan.

Examples of the planning conditions recommended has been included in Appendix 2.



## Chapter 4: Creating your Travel Plan

SCC requires that applicants use the Modeshift STARS Education, Business or Community platform to draft develop and manage their Travel Plan after a formal Travel Plan document has been submitted and agreed as part of the planning consultation process. This platform is used widely throughout the UK and supports the development and implementation of Travel Plans.

Use of Modeshift STARS has the following advantages to the applicant:

- The applicant will use a template approved by SCC and this will save time in drafting and agreeing the Travel Plan and therefore speed up the planning process.
- The platform provides a direct communication channel with the LPA and SCC throughout the planning process. It is a beneficial tool to share data for ongoing monitoring and compliance purposes.
- Offers continuity if the Travel Plan Coordinator changes during the agreed Travel Plan period
- It complies with Suffolk County Council's Suffolk Travel Plan Monitoring Framework for Workplace and Residential Developments in Appendix 8

### What goes into a Travel Plan?

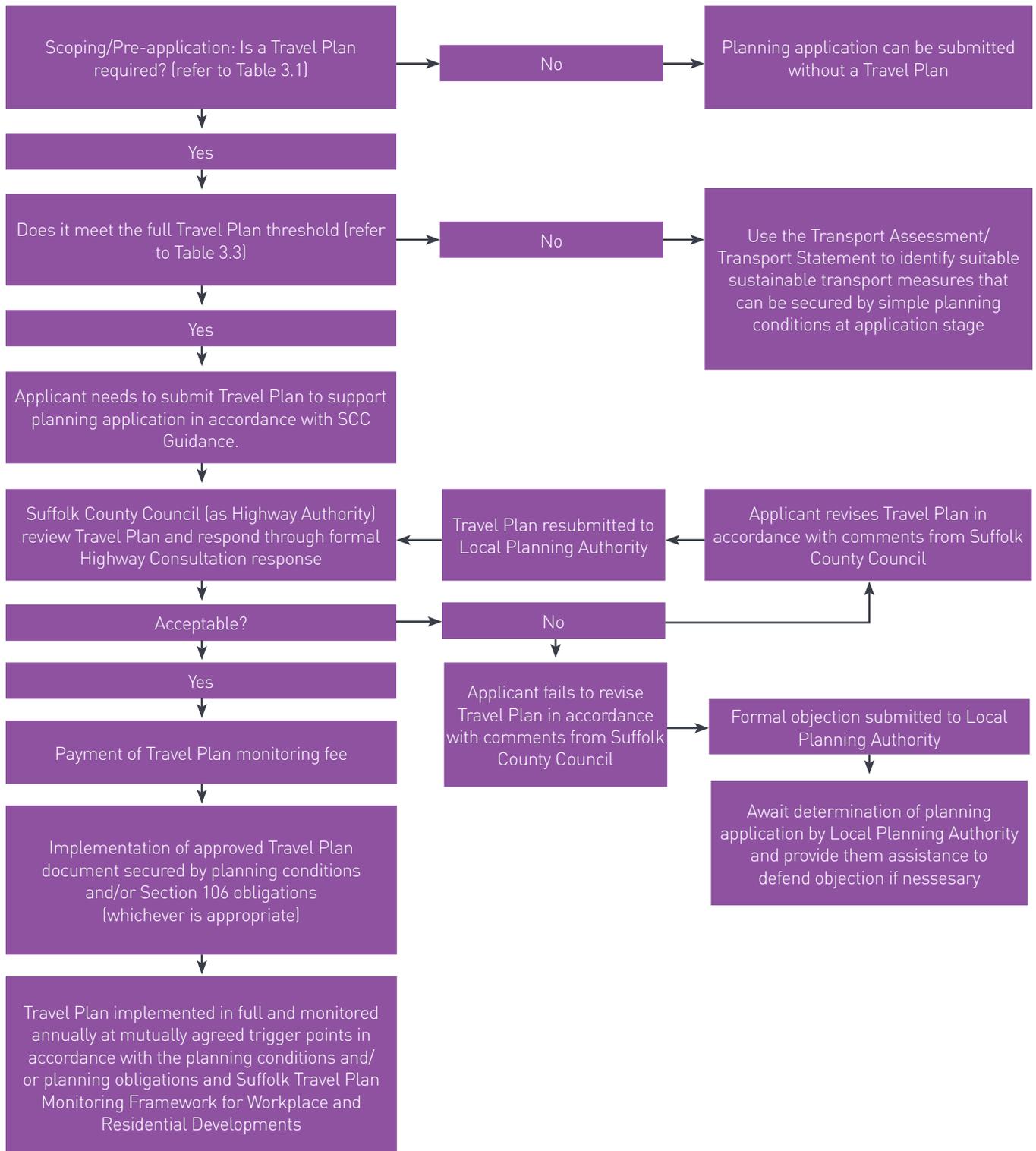
SCC's requirements of what content needs to be included in a Residential, Workplace or School Travel Plan can be found in Appendix 6. The list of initiatives for residential and workplace sites are in Appendix 3 and for schools in Appendix 4.





# Chapter 5: Approval, Securing, Monitoring and Review of Travel Plans

The following diagram sets out the process for Travel Plan submission, approval and monitoring.





The diagram above describes a successful Travel Plan as one which:

- Is fully assessed prior to its approval in accordance with Suffolk County Council’s methodology (please refer to Appendix 7 and Appendix 8)
- Contains measures and targets which are secured for implementation by agreement between the Council and the developer/applicant (by means of a s106 Legal Agreement or if appropriate, planning condition)
- Ensures that the outputs of the Travel Plan (normally trip levels and mode split) are annually monitored against the agreed targets and objectives
- Is reviewed annually to assess whether it is delivering its anticipated outputs

## How do we secure the Travel Plan?

**Travel Plans or Travel Plan measures may be secured by the planning obligations or planning conditions and potentially the Community Infrastructure Levy (CIL) if the Local Planning Authority has it in place.**

## Planning Obligations

**For many applications, the agreed measures and targets specified in the Travel Plan will be secured by means of a planning obligation. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition and where CIL is not appropriate.**

Planning obligations are made by deed under Section 106 of the Town and Country Planning Act 1990 and are known as Section 106 agreements and unilateral undertakings. They allow an LPA to enter into a legally binding agreement with a landowner in association with a proposed development to ensure that the development is made acceptable in planning terms. Planning obligations must only be sought where they meet all of the following tests, which are set out in Regulation 122(2) of the Community Infrastructure Levy Regulations 2010:

- a) necessary to make the development acceptable in planning terms;
- b) directly related to the development; and
- c) fairly and reasonably related in scale and kind to the development.

Planning Obligations are obligations relating to a person’s land which bind the land and whoever owns it. Planning Obligations may be sought when planning conditions are inappropriate to ensure and enhance the quality of development and to enable proposals that might otherwise have been refused to go ahead in a sustainable manner.

Planning obligations are effective in securing Travel Plans because they:

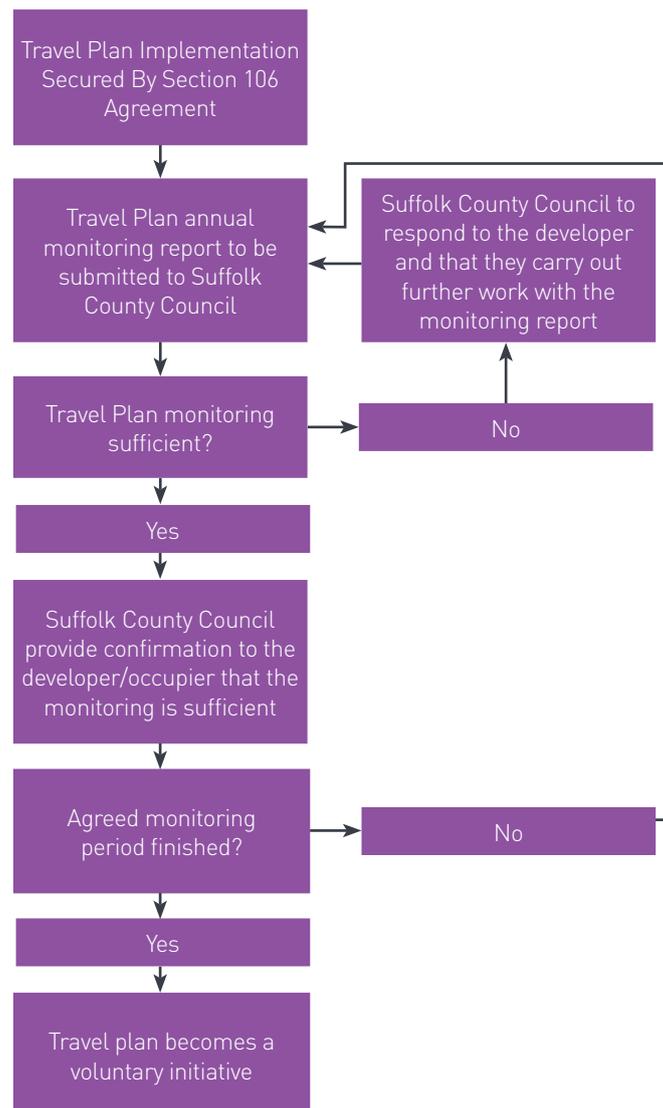
- Allow for a greater level of detail to be agreed than could reasonable be achieved by a planning condition, e.g. a timetable for the preparation, implementation, monitoring and review of all stages of the Travel Plan;
- Support more effectively the need to secure specific outcomes, targets and sanctions, for example, a monitoring and review programme, detailing the survey methods to be used and who is responsible for funding the surveys, undertaking and reporting results.
- Support commitments involving any third parties e.g. Network Rail



**The following items should be set out clearly in the planning obligation:**

1. The overall outcomes to be achieved by the Travel Plan;
2. The indicators and targets and measures to be implemented;
3. The process by which such indicators and related targets, and any other measures are to be determined, if not already set out in the Travel Plan;
4. The process for the monitoring and review of the Travel Plan;
5. Any sanctions where the targets are not being met, and how and when they will be imposed;
6. Any procedure for the variation of such targets and / or indicators, or other measures; and
7. The person(s) or organisation that will be responsible for the management of the plan (the Travel Plan Co-ordinator)

Appendix 5 contains template Section 106 agreements (bilateral and unilateral).





## Sanctions

Travel Plans should contain the remedial actions within the planning obligations used to secure the Travel Plan. Any financial sanction would need to be specified as an amount within the s106 or expressed as a formula to be based on the monitoring results. Sanctions will be linked to an agreed set of remedial measures or a formula-based approach with defined monitoring and review periods (typically five to 10 years or linked to build out). Any sanctions and payments that are enforced will be reasonable and proportionate.

Potential sanctions include:

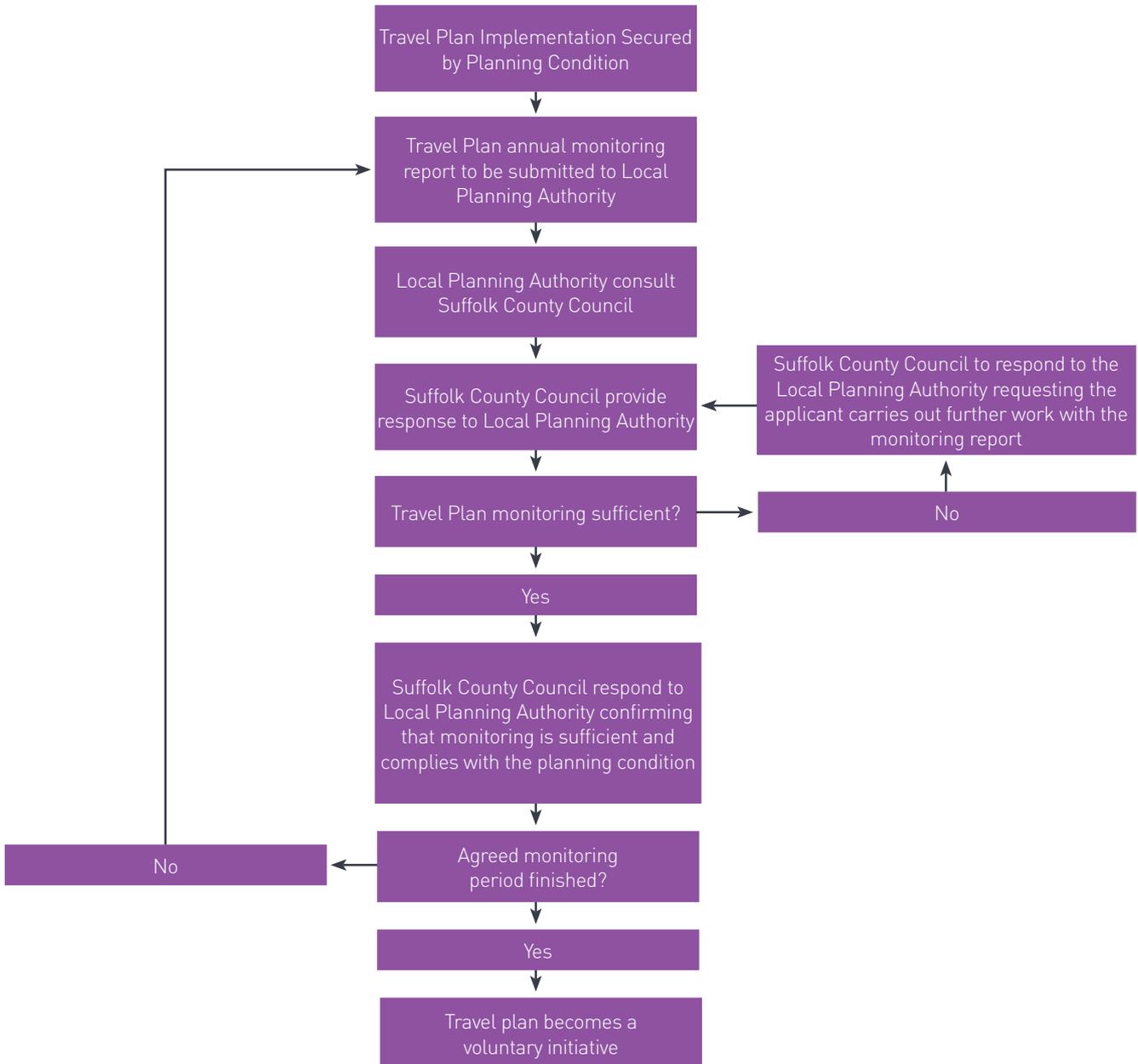
- Restrictions on future site usage such as the prevention of occupation / construction of part of the development until a specified element of the Travel Plan has been implemented as agreed.
- Payments to the local authority for implementation of works expected to remedy the failure to achieve agreed outcomes (or use of a Bond deposited with the Authority) to meet the cost of taking action to achieve the agreed outcome e.g. the implementation of hard highway measures, such as a car parking zone around the development.





## Planning conditions

Planning conditions may be used in certain circumstances, for example, where a limited number of sustainable transport measures are required to make the development acceptable or if it is not feasible to secure the Travel Plan through Section 106 obligations.



Planning conditions should be kept to a minimum and only imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects. Example planning conditions that Suffolk County Council submit to the Local Planning Authority for consideration can be found in Appendix 2.



## CIL

Four of the seven LPAs in Suffolk have CIL in place. Details of the items that may be funded by CIL are as follows:

LPA	The current 123 List, includes the following relevant items as appropriate for being funded by CIL rather than through planning obligations
Waveney (123 List dated May 2013)	<ul style="list-style-type: none"> <li>● Strategic highway improvements</li> <li>● Provision of cycling and pedestrian infrastructure</li> </ul>
Suffolk Coastal (123 List dated May 2015)	<ul style="list-style-type: none"> <li>● Strategic highway improvements including strategic cycling and pedestrian infrastructure</li> </ul>
Babergh (123 List dated January 2016)	<ul style="list-style-type: none"> <li>● Provision of passenger transport</li> </ul>
Mid Suffolk (123 List dated January 2016)	<ul style="list-style-type: none"> <li>● Provision of passenger transport</li> </ul>

### What happens if the Travel Plan cannot be agreed?

Suffolk County Council will negotiate with the applicant, but ultimately may submit a formal objection to the application in the highway response to the Local Planning Authority. An objection would be submitted where a scheme could aggravate existing congestion or public transport capacity problems, resulting in severe impacts. SCC would recommend that the LPA refuse planning permission on the following grounds:

*The proposal has failed to provide the required commitments and measures in its submitted Travel Plan which are considered necessary to address the issues identified in the Transport Assessment (or Statement), such that existing traffic congestion and public transport service and capacity problems in the vicinity of the site will be aggravated resulting in severe impacts and the sustainability requirements of the NPPF and the policy requirement of [insert appropriate Local Plan/policy reference] will not be met.*

It is up to the LPA to determine the weight they give to a Travel Plan in coming to a planning decision. It will depend on the scheme details and extent to which it materially affects the acceptability of the development proposed.

### Funding SCC's role in Travel Plan monitoring and evaluation

The Travel Plan Evaluation and Support Contribution refers to the ongoing monitoring, evaluation and review of the Travel Plan by SCC once the Travel Plan has been approved. Monitoring of Travel Plans is not a statutory function of the Suffolk County Council, whereas monitoring and administration of planning obligations and development is a statutory function of the granting LPA. In the event of any dispute over payment of the fee, SCC would be unable to supervise and assess the long-term viability and impact of the Travel Plan and would need to call into question the applicant's commitment to its future operation.

The level of involvement that the applicant will require from Suffolk County Council must be negotiated and agreed so it can be incorporated into the Travel Plan.

The Travel Plan Evaluation and Support fee is approximately £1,000 and depends on the size of the development and the complexity of the Travel Plan. A breakdown of the calculations of these costs is outlined in Appendix 5.

The contribution would be agreed in the planning obligation (Section 106 agreement or Unilateral Undertaking).



## How do we make sure the Travel Plan is implemented?

**In the case that Travel Plans or Travel Plan statements are not being implemented, negotiations between SCC, the LPA and the developer/occupier will take place. This is the preferred option to agree amendments to the Travel Plan, thus ensuring its successful delivery, as part of the review process.**

Where negotiation fails, enforcement or remedial actions may be used to deliver specific outcomes/ measures. The nature of such enforcement or actions will depend on the nature, scale and severity of the transport impacts if objectives and targets are not achieved.

## Where there is a Section 106 Agreement

**If the Travel Plan is secured by a Section 106 agreement, enforcement action, including action by way of injunction proceedings pursuant to Section 106 (5) of the Town and Country Planning Act 1990, will be considered by the council and/ or the local planning authority. Any action taken will be dependent upon the specific terms of the obligations contained in the agreement and the scale of the non-compliance when weighed against the remedy sought.**

Non-compliance of the Travel Plan Section 106 obligation will result in the following:

- Suffolk County Council serve a written Travel Plan Notice to the developer/occupier demanding that the Travel Plan is implemented within 28 days
- Suitable remedial measures and an implementation timetable will be agreed between Suffolk County Council and the developer/occupier
- If the developer/occupier fails to comply with the Travel Plan Notice or the remedial measures timetable, Suffolk County Council will instruct their Legal Team to take formal legal action on the developer/owner for non-compliance with the Section 106 agreement

## If the Travel Plan Targets are not achieved

In the event the Travel Plan targets have not been achieved the following will be required from the applicant:

- Remedial measures (in consultation with Suffolk County Council) to be implemented by the applicant to achieve the agreed Travel Plan target
- Further highway mitigation secured through Suffolk County Council through a Travel Plan Target Bond
- Formal enforcement action in consultation with the relevant Local Planning Authority, if secured by planning condition

## Where there is a planning condition

**If the implementation of the Travel Plan is secured by planning condition SCC will notify the relevant Local Planning Authority about the non-compliance with the planning condition. An LPA can undertake enforcement action by way of the issue of a Breach of Condition Notice pursuant to Section 187A of the Town and Country Planning Act 1990 or a Breach of Condition Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990.**

The Local Planning Authority will work with Suffolk County Council to ensure there is full compliance with the relevant Travel Plan condition in accordance with their relevant planning enforcement process.



## Appendix 1 – Policy Context.

Policy	Comments
National Planning Policy Framework (2021)	Paragraphs 104, 105, 110, 112 and 113 are relevant to the submission of Travel Plans and their content
Planning Practice Guidance (2014) - Travel Plans, transport assessments and statements	This is the main national guidance document to writing Travel Plans
The Third Suffolk Local Transport Plan (2011-2031)	
There are six Local Planning Authorities across Suffolk that each has different policies regarding Travel Plans.	Babergh District Council Core Strategy (2011 – 2031) New Babergh and Mid Suffolk Joint Local Plan (submitted)
	Broads Authority Core Strategy (2007-2021) Development Management Policies DPD 2011-2021 New Broads Authority Local Plan (submitted)
	Forest Heath District Council Core Strategy Development Plan Document (2001 – 2026) Forest Heath and St Edmundsbury Local Plan – Joint development management policies document (February 2015)
	Ipswich Borough Council Ipswich Local Plan (2011-2031) New Ipswich Local Plan (submitted)
	Mid Suffolk Core Strategy Development Plan Document (2008) and Core Strategy Focused Review (2012) New Babergh and Mid Suffolk Joint Local Plan (submitted)
	St Edmundsbury Core Strategy (2010) Forest Heath and St Edmundsbury Local Plan – Joint development management policies document (February 2015)
	East Suffolk Council: Suffolk Coastal Local Plan (23rd September 2020) East Suffolk Council: Waveney Local Plan (March 2019)
Neighbourhood Plans	
Suffolk Guidance for Parking (May 2019)	
Suffolk Cycle Strategy (2014)	
Suffolk Walking Strategy (2015-2020)	
Greenest County	
Transforming Suffolk: Suffolk's Community Strategy 2008-2028	
Joint Health and Wellbeing Strategy for Suffolk (2016-2019)	
Health Needs Assessments	



## Appendix 2 – Example Travel Plan Conditions

### Residential Travel Plan:

Condition: No development above ground floor slab level of any part of the development hereby permitted shall take place until the travel arrangements to and from the site for residents of the dwellings, in the form of a revised Travel Plan in accordance with the mitigation measures identified in the submitted Transport Assessment [DATED] and Travel Plan [DATED] shall be submitted for the approval in writing by the local planning authority in consultation with the highway authority. This Travel Plan must contain the following:

- Baseline travel data based upon the information provided in the Transport Assessment, with suitable measures, objectives and targets identified targets to reduce the vehicular trips made by residents across the whole development, with suitable remedial measures identified to be implemented if these objectives and targets are not met
- Appointment of Travel Plan Coordinator to implement the Travel Plan in full and clearly identify their contact details in the Travel Plan
- A commitment to monitor the vehicular trips generated by the residents using traffic counters and resident questionnaires and submit a revised (or Full) Travel Plan on occupation of the [AGREED TRIGGER POINT] dwelling
- A further commitment to monitor the Travel Plan annually on each anniversary of the approval of the Full Travel Plan and provide the outcome in a revised Travel Plan to be submitted to and approved in writing by the Local Planning Authority for a minimum of five years, or one year after occupation of the final dwelling (whichever is the longest duration) using the same methodology as the baseline monitoring
- A suitable marketing strategy to ensure that all residents on the site are engaged in the Travel Plan process
- A Travel Plan budget that covers the full implementation of the Travel Plan
- A copy of a residents travel pack that includes a multi-modal voucher to incentivise residents to use sustainable travel in the local area

No dwelling within the site shall be occupied until the Travel Plan has been agreed. The approved Travel Plan measures shall be implemented in accordance with a timetable that shall be included in the Travel Plan and shall thereafter adhered to in accordance with the approved Travel Plan.

Reason: In the interest of sustainable development as set out in the NPPF, and relevant LPA Policies.

Note 1: The Travel Plan and Resident Travel Pack should be produced in accordance with Suffolk County Council's Travel Plan Guidance ([www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/travel-plans/information-for-developers](http://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/travel-plans/information-for-developers))

Note 2: A financial contribution may be requested and made payable to the council to cover the resource for any discretionary work the local planning authority or highway authority must undertake with the Travel Plan in accordance with Section 93 of the 2003 Local Government Act and Section 3 of the 2011 Localism Act

Condition: Within one month of the first occupation of any dwelling, the occupiers of each of the dwellings shall be provided with a Residents Travel Pack (RTP). Not less than 3 months prior to the first occupation of any dwelling, the contents of the RTP shall be submitted to and approved in writing by the Local Planning Authority in consultation with the Highway Authority and shall include walking, cycling and bus maps, latest relevant bus and rail timetable information, car sharing information, personalised Travel Planning and a multi-modal travel voucher.



Reason: In the interest of sustainable development as set out in the NPPF, and relevant LPA Policies.

Condition: Before the development hereby permitted is occupied full details of the electric vehicle charging points to be installed in the development shall have been submitted to the Local Planning Authority and approved in writing.

Reason: To ensure that the development makes adequate provision for electric vehicle charging points to encourage the use of electric vehicles in accordance with the Suffolk Guidance for Parking and paragraph 112 of the National Planning Policy Framework.

Condition: Prior to the occupation of any dwelling, details and the location of an on-site car club will need to be submitted to the Local Planning Authority in consultation with the Highway Authority. The cost of implementing the car club will need to be covered by the applicant for a minimum of five years, unless agreed in writing by the Local Planning Authority.

Reason: In the interests of sustainable development and reducing the demand for car parking at the application site in the light of levels of car parking being provided below current adopted parking standards, in accordance with the NPPF, and relevant LPA Policies.

### School travel plan:

Condition: Prior to first occupation of the school a Travel Plan must be submitted and approved in writing by the Local Planning Authority in accordance with Suffolk County Council's published School Travel Plan requirements. The Travel Plan must include the following:

- a) a commitment to undertake a survey for travel to and from the site for employees and pupils within six months of occupation;
- b) targets for modes of transport for journeys made by employees and pupils each year for a period of five years;
- c) proposals for rectifying failures to meet modal shift targets for a period of five years following the occupation of the building;
- d) the proposed arrangements for the monitoring of the Travel Plan for a minimum period of five years.

The Travel Plan shall be kept up to date through regular review and shall be available for examination by the Local Planning Authority at any time during the five year monitoring period.

Reason: In the interest of sustainable development as set out in the NPPF, and relevant LPA Policies.

Note: The School Travel Plan must be produced, implemented and monitored in accordance with Suffolk County Council's School Travel Plan Guidance ([www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/travel-plans/school-travel-plans/](http://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/travel-plans/school-travel-plans/))





## Workplace Travel Plan:

Condition: Before the commercial development is commenced details of the areas to be provided for secure covered cycle storage for both customers and employees and details of changing facilities including storage lockers and showers shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be carried out in its entirety before the development is brought into use and shall be retained thereafter and used for no other purpose.

Reason: In the interests of sustainable development as set out in the NPPF and relevant LPA Policies.

Note: The employee cycle storage shall be in a lockable facility away from public access to maximise the uptake in cycling among staff.

Condition: Within one month of first occupation, each employee on the commercial site shall be provided with Travel Information Pack that contains the sustainable transport information and measures to encourage the use of sustainable transport. Not less than 3 months prior to the occupation, a completed Travel Information Pack shall be submitted to and approved in writing by the Local Planning Authority in consultation with the Highway Authority and shall include up-to-date walking, cycling and bus maps, relevant bus and rail timetable information, car sharing information, and sustainable transport discounts. The Travel Information Pack shall be maintained and operated thereafter.

Reason: In the interests of sustainable development as set out in the NPPF and relevant LPA Policies.

Condition: Before the development hereby permitted is occupied full details of the electric vehicle charging points to be installed in the development shall have been submitted to the Local Planning Authority and approved in writing.

Reason: To ensure that the development makes adequate provision for electric vehicle charging points to encourage the use of electric vehicles in accordance with the Suffolk Guidance for Parking and paragraph 112 of the National Planning Policy Framework.

Condition: Prior to first occupation [OF THE FIRST COMMERCIAL UNIT], details of the travel arrangements to and from the site for employees [VISITORS AND CUSTOMERS], in the form of a Travel Plan in accordance with the mitigation measures identified in the submitted Transport Assessment [DATED] shall be submitted for the approval in writing by the local planning authority in consultation with the highway authority. This Travel Plan must contain the following:

- Baseline travel data based upon the information provided in the Transport Assessment, with suitable measures, objectives and targets identified targets to reduce the vehicular trips made by employees [VISITORS AND CUSTOMERS] across the whole development, with suitable remedial measures identified to be implemented if these objectives and targets are not met
- Appointment of a suitably qualified Travel Plan Coordinator [OR TRAVEL PLAN MANAGEMENT GROUP] to implement the Travel Plan in full and clearly identify their contact details in the Travel Plan
- A commitment to monitor the vehicular trips generated by the employees [VISITORS AND CUSTOMERS] and submit a revised (or Full) Travel Plan no later than six months after occupation [OF THE FIRST COMMERCIAL UNIT]
- A further commitment to monitor the Travel Plan annually on each anniversary of the approval of the Full Travel Plan and provide the outcome in a revised Travel Plan to be submitted to and approved in writing by the Local Planning Authority for a minimum period of five years using the same methodology as the baseline monitoring
- A suitable marketing strategy to ensure that all employees [VISITORS AND CUSTOMERS] on the site are engaged in the Travel Plan process
- A Travel Plan budget that covers the full implementation of the Travel Plan [UNTIL FIVE YEARS HAS PASSED AFTER OCCUPATION OF THE FINAL COMMERCIAL UNIT]
- A copy of an employee travel pack that includes information to encourage employees to use sustainable travel in the local area



The site shall not be occupied until the Travel Plan has been agreed. The approved Travel Plan measures shall be implemented in accordance with a timetable that shall be included in the Travel Plan and shall thereafter adhered to in accordance with the approved Travel Plan.

Reason: In the interest of sustainable development as set out in the NPPF, and relevant LPA Policies.

Note 1: The Travel Plan and Employee Travel Pack should be produced in accordance with Suffolk County Council's Travel Plan Guidance ([www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/travel-plans/information-for-developers](http://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/travel-plans/information-for-developers))

Note 2: A financial contribution may be requested and made payable to the council to cover the resource for any discretionary work the local planning authority or highway authority must undertake with the Travel Plan in accordance with Section 93 of the 2003 Local Government Act and Section 3 of the 2011 Localism Act

Further planning conditions may also be sought by Suffolk County Council to secure the implementation of Travel Plans where a Section 106 agreement is not appropriate, or additional bespoke Travel Plan measures, such as additional cycle storage, provision of a staff minibus and setting up a Travel Plan Steering Group among other measures.





## Appendix 3 – Residential and Workplace Travel Plan initiatives

### Cycling Initiatives

1. Bike Security Marking takes place
2. CCTV installed for cycle security
3. Corporate membership of cycle loan scheme e.g. Brompton Dock
4. Cycle Hire / Bike Loan scheme in place
5. Cycle maintenance sessions
6. Cycle parking / storage installed
7. Cycle to University / College week
8. Cycle to work day
9. Cycle to work scheme in place:
10. Cycle to work week
11. Cycle training available for staff
12. Cycling club established
13. Cycling maps available to staff/visitors
14. Cycling promoted between sites
15. Discounted cycle accessories event
16. Dr Bike sessions delivered
17. Hire to Buyer scheme (London area)
18. Implementation of cargo bike scheme
19. Improved cycle access to site
20. Lockers installed for storage of equipment e.g. cycle helmets
21. Offer lunchtime / after work cycle rides
22. Paying cycle mileage rates for staff
23. Provision of bike vouchers for new residents (as part of a multi modal voucher to the value of two one month bus tickets)
24. Provision of pool bikes for staff/students
25. Secure discounts with local bike shops
26. Set up Bike User Group (BUG)
27. Showers available for use by cyclists
28. Sign up to the Department for Transport's Cycle to Work guarantee
29. Other cycling initiative



## Walking Initiatives

1. Improved pedestrian signage on site
2. Improved pedestrian access to site
3. Encourage public transport users to get off a stop earlier
4. Promote walking route websites and apps e.g. walkit.com
5. Offer led lunchtime / after work walks
6. Provide pool umbrellas for staff use
7. Provide walking maps
8. Run or participate in a pedometer challenge
9. Walk to work week promoted
10. Walking promoted between work sites
11. Other walking initiative

## Public Transport Initiative

1. Membership of bus company's corporate travel scheme
2. Negotiate bus travel discount for staff
3. Promote Park & Ride schemes
4. Providing public transport tickets for staff business journeys
5. Run a 'travel by bus' day /week
6. Season ticket purchase schemes for buses (as part of a multi modal voucher to the value of two one month bus tickets)
7. Season ticket purchase scheme for rail
8. Provision of public transport smart cards for staff/students/visitors/residents
9. Provision of timetables/maps/information
10. Participate in Catch the Bus Week
11. Launch and manage dedicated bus services
12. Display real time public transport information
13. Improve on-site infrastructure for buses and bus users
14. Subsidised single / return tickets with staff ID pass on key routes
15. Free shuttle service from staff car park / between sites
16. Other public transport initiative



### Initiatives to Reduce Car Use

1. Car Free Day
2. Charge for on-site car parking and use revenue to subsidise Travel Plan measures
3. Ensure parking permit system based on parking need
4. Review business mileage policies
5. Removal of car parking spaces
6. Review employee parking entitlement
7. Offer incentives for non-use of car parking space
8. Increased enforcement against unauthorised parking
9. Parking charges increased
10. Carpooling/sharing scheme established
11. Eco driving promoted
12. Installation of electric vehicle charging points
13. Establishment of car club for site users
14. Park and walk scheme established
15. Provision of car sharing spaces
16. Provision of electric vehicles for staff as pool cars
17. Review vehicle fleet for efficiency savings
18. Use of FORS accredited drivers/vehicles
19. Provision of incentives for Car Sharers
20. Installation of secure parking for motorised scooters / motorbikes
21. Safe and fuel-efficient driver training delivered
22. Provision of pool cars for staff
23. Other reducing car use initiative

### Initiatives to Promote Smarter Working

1. Implement flexible working policies and procedures
2. Implement home working policies and procedures
3. Use of web and teleconferencing facilities to limit travel for meetings
4. Utilisation of cycle courier services
5. Prioritise using local suppliers where possible and practicable
6. Other smarter working practices initiative



## Supporting Initiatives

### Policies and Procedures

#### Initiative

1. Create a Travel Policy for staff/students/visitors
2. Nominate Sustainable Travel Champions to provide communication to and from staff
3. Work with another organisation e.g. share resources, compete in a competition
4. Other policies and procedures initiative

### Promotion, Communications and Events

#### Initiative

1. Information on travel options provided to new starters
2. Information on travel options provided to visitors
3. Launch day for sustainable and active travel
4. Participation in Commuter Challenge
5. Personalised Travel Planning delivered
6. Provide relevant transport updates via desktops or noticeboards
7. Run sustainable travel competition
8. Sustainable travel options promoted on company website
9. Sustainable travel options promoted on internal website
10. Sustainable travel posters in place
11. Sustainable travel promoted via payslips and newsletters to staff
12. Travel maps and notice board set up
13. Working with the local authority to support sustainable travel in the community
14. New residents welcome pack with travel information
15. Sustainable travel options promoted on social media
16. RTPI built-in to new homes
17. Other promotion, communication or events initiative

### Monitoring

#### Initiative

1. Keep records of participation levels in sustainable travel schemes and incentives
2. Monitor usage of car park
3. Monitor number of car sharers
4. Monitor number of bicycle parked on site
5. Other monitoring initiative



## Appendix 4 – School Travel Plan initiatives

### Walking & Scooting

- W1 Living Streets WOW Campaign
- W2 Living Streets Next Steps to Secondary campaign delivered
- W3 Local Walking Reward Scheme
- W6 Living Streets Walk to School Week
- W7 Walk to school month
- W8 5 / 10 Minute walking zone in place
- W9 Educational / Curriculum Walks
- W10 Walking bus in place
- W11 Walking trips
- W12 Scooter storage installed
- W13 Scooter club
- W14 Active travel breakfast
- W19 Parent shelter installed
- W25 Secure buggy storage installed
- W16 - 18 Other walking/scooting initiative

### Cycling

- C1 Dr Bike/cycle maintenance sessions
- C2 Cycle parking installed
- C3 Bikers Breakfast
- C4 Opportunity to practice cycling skills at break time
- C5 School takes part in Sustrans Big Pedal
- C6 Cycle competitions/ schools cycle challenge
- C7 Cycle reward scheme
- C8 Bike week
- C9 Cycle club in place
- C10 Pool bike system in place
- C11 Cycle purchase scheme for staff
- C12 Bicycle Security Marking
- C13 Cycle rides/excursions
- C14 Cycle Train / Bike Bus in place
- C15 Bling Your Bike Day
- C20 National Cycle Challenge
- C16 –18 Other cycling initiatives

### Road Safety & Training

- R1 Cycle training for pupils (E.g. Bikeability)
- R2 Learn to Ride
- R3 Balance Bike Training
- R4 Scooter training
- R5 Pedestrian skills training
- R6 Independent travel training
- R7 Young Driver Training
- R8 Cycle training for staff and / or parents
- R9 Road Safety assembly/ presentation
- R10 Be Bright Be Seen Activities
- R11 School invites experts/organisations to talk about personal safety
- R12 Safety around large vehicles training
- R13 Use of transition resources
- R14 Pupils monitoring traffic
- R15 School has lobbied for installation of traffic calming outside of school
- R16 School has lobbied for installation of safer crossings on the route to school
- R17 School has lobbied for installation of 20mph zone outside of school
- R18 Road Safety Day/Week
- R23 In car safety training for young adults
- R24 Nursery teaches road safety & active travel messages
- R19–21 Other road safety & training initiatives

### Air Quality

- AQ1 School promotes car sharing
- AQ2 Car free days
- AQ3 Car free zone in place
- AQ4 Park and walk/stride scheme
- AQ5 Removal of car parking spaces
- AQ6 Highway code is promoted to students, staff and parents
- AQ7 Parent parking campaign
- AQ8 Parking Pledge Scheme
- AQ9 Eco Driver Training
- AQ13 Anti Idling Initiative
- AQ14 Air Pollution Promotion



AQ15 National Clean Air Day  
AQ10—12 Other Air Quality initiatives

## Public Transport

PT1 Public transport used for school trips  
PT2 School promotes public transport  
PT3 School promotes responsible behaviour on public transport / has bus behaviour policy  
PT4 Private coaches for school trips pick up and set down in safe / accessible places.  
PT5 School promotes young person's travel card scheme  
PT9 Catch the bus week  
PT10 School has anti-bullying policy for school transport/public buses  
PT11 Hop Off - get off two stops early  
PT6—8 Other public transportation initiatives

## Promotion

PR1 Newsletter  
PR2 Info sent to residents / School communicates with residents  
PR3 Local media / Schools gets local media attention  
PR4 Presenting to/ sharing ideas with other schools  
PR5 Distributing cycling and public transport maps  
PR6 School has an active travel policy  
PR7 Travel information on notice board  
PR8 Competitions run & promoted within school  
PR9 Assembly  
PR10 Social Media Campaign  
PR11 Sponsored events  
PR12 Parents' evenings/ Induction evenings  
PR13 Information on website  
PR14 Councillor/ MP/ Mayor invited to an event  
PR15 Within the Prospectus  
PR16 Letter from Head Teacher to Parents  
PR17 New parent pack  
PR18 Transition activities  
PR19 School Railing Banners

PR20 JTA/YTA/JRSO in place  
PR21 Travel to school information maps created  
PR27 Active travel shop/enterprise  
PR22—24 Other promotion method

## Curriculum

CU1 School takes part in competitions promoted by others  
CU2 School teaches the health benefits of safe / active travel  
CU3 School teaches environmental benefits of active travel  
CU4 Theatre in Education on sustainable travel or road safety  
CU5 Bike maintenance lessons  
CU6 Cycling lessons (PE)  
CU7 Road safety lessons  
CU8 Pupils use school travel survey data from STARS in lessons  
CU9 School uses Living Streets WOW Travel Tracker to collect data  
CU13 School collects postcode data  
CU10-12 Other curriculum initiatives

## Partnerships

P1 School works with Police/ Safer Neighbourhood Team/ PCSO to promote safe & sustainable travel  
P2 School works with other schools to promote safe and sustainable travel  
P3 School presents their work to other groups  
P4 School works towards the Sustainable Schools Framework  
P5 School works with Local councillors/ Mayor/ MPs  
P6 School has achieved Eco School status  
P7 School works with local residents/ resident associations to promote safe and sustainable travel  
P8 School works with local charities/ NGOs to promote safe and sustainable travel  
P9 School works with local sport/health partnerships to promote safe and sustainable travel  
P10-12 Other Partnership initiatives



# Appendix 5 – Example Travel Plan Section 106 Obligations

## Definitions:

### “Full Travel Plan”

a fully developed Travel Plan based on the Interim Travel Plan and travel monitoring data of the end users providing a package of measures aimed at promoting more sustainable travel choices and reducing reliance on the private car in relation to the Development;

### “Full Travel Plan Monitoring Report”

means the annual report that is submitted to the County Council by the Travel Plan Coordinator in a form acceptable to the County Council acting reasonably that provides a summary of the traffic counts and resident surveys to demonstrate that the Full Travel Plan objectives and targets are being achieved;

### “Full Workplace Travel Plan”

a fully developed Travel Plan based on the Interim Workplace Travel Plan and travel monitoring data of the end users providing a package of measures aimed at promoting more sustainable travel choices and reducing reliance on the private car in relation to the Development

### “Full Workplace Travel Plan Monitoring Report”

the annual report that is submitted to the County Council by the Travel Plan Management Group in a form acceptable to the County Council that provides a summary of the traffic counts and surveys to demonstrate that the Full Workplace Travel Plan objectives and targets are being achieved

### “Interim Residential Travel Plan”

means a management plan in which the Owner outlines the interim targets, objectives, measures and remedial measures it will take to manage the travel needs of the Development, includes a commitment to carry out travel monitoring and to capture the data of the travel monitoring to help inform the Full Travel Plan and gives a commitment to producing a Full Travel Plan to mitigate the potential highway impact of the Development

### “Interim Workplace Travel Plan”

a management plan in which the Owner outlines the interim targets, objectives, measures and remedial measures it will take to manage the travel needs of the Development, includes a commitment to carry out travel monitoring and to capture the data of the travel monitoring to help inform the Full Workplace Travel Plan and gives a commitment to producing a Full Workplace Travel Plan to mitigate the potential impacts of the Development

### “Resident Travel Pack”

means a travel pack provided to each Dwelling that includes bus tickets or cycle voucher of equivalent value for every resident, current public transport information for bus and rail services, provision of maps of pedestrian and cycle routes, car sharing information, personalised Travel Plans and information to promote the benefits of sustainable travel in the local area to encourage sustainable travel;

### “Travel Plans”

means together the Interim Travel Plan and the Full Travel Plan;

### “Travel Plan Target Bond”

means a bond entered into by the Owners approved in writing by the County Council in favour of the County Council in the sum [INSERT SUM OF BOND] such sum being the sum required, in the event that the Owner defaults in achieving the Travel Plan targets identified in the [INTERIM TRAVEL PLAN] and the County Council calls upon the bond (including the whole) as is required to undertake any works on the highway it sees fit to mitigate the additional vehicular trips through the failure of the targets in the Travel Plans either itself or through an agent appointed or instructed by the County Council.

### “Travel Plan Coordinator”

means the person appointed by the Owner to fully implement and monitor the Travel Plans;



### “Travel Plan Evaluation and Support Contribution”

means the sum of one thousand pounds (£1,000) BCIS Indexed per annum payable in accordance with [INSERT RELEVANT SECTION] of this Deed towards the costs of the County Council monitoring the implementation of the Travel Plans;

### “Travel Plan Management Group”

a working group that incorporates a member or representative of each Commercial Unit to coordinate, implement and deliver the Travel Plans

### “Travel Plan Remedial Measures Notice”

means a notice in writing served on the Owner by the County Council where the Owner has failed to meet one or more of the targets identified in the Interim Travel Plans and/or the Full Travel Plan specifying the remedial Travel Plan measures and/or actions required to be taken by the Owner to remedy the failed targets and a reasonable time

## Obligations:

### Travel Plan Evaluation and Support Contribution

- The Owner covenants to pay the first instalment of the Travel Plan Evaluation and Support Contribution of £1,000 (one thousand pounds) BCIS Indexed prior to the first Occupation of the one hundredth (100th) Dwelling
- The Owner hereby covenants not to Occupy or allow or permit Occupation of more than ninety nine (99) Dwellings unless and until the first instalment of the Travel Plan Evaluation and Support Contribution of £1,000 (one thousand pounds) BCIS Indexed has been paid to the County Council.





- The Owner covenants to pay further instalments of the Travel Plan Evaluation and Support Contribution of £1,000 (one thousand pounds) BCIS Indexed annually prior to the anniversary of the date of first Occupation of the one hundredth (100th) Dwelling **SAVE THAT** no further instalments of £1,000 (one thousand pounds) BCIS Indexed of the Travel Plan Evaluation and Support Contribution shall be payable by the Owner after five years from the first Occupation of the 100th Dwelling or after one year after Occupation of the final Dwelling, whichever is the latter.

### Travel Plan Target Bond

- The Owner covenants with the County Council to enter into the Travel Plan Bond and send a copy of the Travel Plan Bond to the County Council prior to the first Occupation of the first (1st) Dwelling.
- The Owner hereby covenants not to Occupy or permit or allow Occupation of any Dwelling unless and until the Owner has entered into the Travel Plan Bond and has sent a copy of the Travel Plan Bond to the County Council.

### Residential Travel Plan

- Unless otherwise agreed with the County Council the Owner covenants to implement the Interim Travel Plan in full
- The Owner covenants to submit a draft Resident Travel Pack to the County Council for written approval by the County Council no less than three months prior to the Occupation of the first (1st) Dwelling
- The Owner hereby covenants not to Occupy or permit or allow Occupation of any Dwelling until the draft Resident Travel Pack has been submitted to, and approved in writing by, the County Council
- The Owner covenants to provide a Resident Travel Pack to each Dwelling forming part of the Development within one (1) month of the first Occupation of each Dwelling
- The Owner covenants to submit the Full Travel Plan to the County Council for written approval by the County Council prior to the first Occupation of the one hundredth (100th) Dwelling.

- The Owner hereby covenants not to Occupy or permit or allow Occupation of more than ninety nine (99) Dwellings until the Full Travel Plan have been submitted to, and approved in writing by, the County Council
- The Owner covenants to submit to the County Council on an annual basis on the anniversary of the first occupation of the one hundredth (100th) Dwelling the Full Travel Plan Monitoring Report for a period of five years or until one year after occupation of the final Dwelling, whichever is the longer.
- The Owner covenants to appoint the Travel Plan Coordinator no less than three (3) months prior to the Occupation of the first (1st) Dwelling

### Workplace Travel Plan

- The Owner covenants to submit the Interim Workplace Travel Plan to the County Council for written approval by the County Council prior to the Commencement of Development;
- The Owner hereby covenants not to Commence Development or permit or allow the Commencement of Development unless and until the Interim Workplace Travel Plan has been submitted to, and approved in writing, by the County Council;
- The Owner covenants to implement the Interim Workplace Travel Plan as approved by the County Council in full
- The Owner covenants to submit the Full Workplace Travel Plan to the County Council for written approval by the County Council no more than six (6) months after the first Occupation of the first Commercial Unit.
- The Owner hereby covenants not to Occupy or permit or allow Occupation of any more Commercial Units than Occupied as at the date six (6) months after the first Occupation of the first Commercial Unit until the Full Workplace Travel Plan has been submitted to, and approved in writing by, the County Council.
- The Owner covenants to implement the approved Full Workplace Travel Plan in full



- The Owner covenants to submit to the County Council on an annual basis on the anniversary of the date that the Full Workplace Travel Plan is first implemented the Full Workplace Travel Plan Monitoring Report until the anniversary of the date that the Full Workplace Travel Plan was first implemented which falls after the fifth (5th) anniversary of the date of Occupation of the final Commercial Unit forming part of the Commercial Development

### Travel Plan Management Group

- The Owner covenants to establish the Travel Plan Management Group and to inform the County Council of the single point of contact for the Travel Plan Management Group who will report directly to the County Council in relation to the implementation of the Workplace Travel Plans no later than six (6) months after the first Occupation of the second (2nd) Commercial Unit

### Travel Plan Remedial Measures Notice

- The Owner covenants to carry out the measures and/or actions specified in the Travel Plan Remedial Measures Notice served by the County Council on the Owner within the timescales identified within the Travel Plan Remedial Measures Notice
- If the Owner has failed in the reasonable opinion of the County Council to comply with the measures and/or actions specified in a Travel Plan Remedial Measures Notice within the timescales specified therein or on the event of a dispute the timescale determined through the dispute resolution procedure pursuant to [RELEVANT CLAUSE] the Owner acknowledges that they will be in breach of this Agreement and that the County Council may take such action in respect of that breach or breaches as it considers appropriate without further recourse to the Owner.

### County Council Travel Plan Obligations:

- The County Council shall if requested to do so in writing after the expiry of two (2) years of the date that the final instalment of the Travel Plan Evaluation and Support Contribution was paid within a further period of one (1) year pay to any person such amount of the Travel Plan Evaluation and Support Contribution paid by that person in accordance with the provisions of this Agreement which has not been committed or expended by the County Council in accordance with the provisions of this Agreement together with any interest accrued at the Bank of England Base Rate minus 2 basis points, compounding annually at financial year end, such payment to be made within twenty eight (28) Working Days of such request.
- When the Travel Plan Evaluation and Support Contribution paid to the County Council pursuant to this Agreement has been spent or committed the County Council shall upon written request by the Owner after the expiry of two (2) years of the date that the final instalment of the Travel Plan Evaluation and Support Contribution was paid within a further period of one (1) year notify the Owner that such monies have been spent or committed such notice to include full details of what the said monies were spent on or committed to.
- To serve a Travel Plan Notice on the Owner if the Owner fails in the reasonable opinion of the County Council to perform the obligations and deliver the requirements of the Travel Plans specifying the actions required by the Owner.
- The County Council may if requested to do so in writing by the Owner authorise the surety to release up to [PERCENTAGE] of the Travel Plan Bond following the submission to the County Council of the Full Travel Plan Monitoring Report for that year by the Owner PROVIDED THAT the County Council is satisfied with, and has approved in writing, the Full Travel Plan Monitoring Report and the County Council has been provided with sufficient evidence, as is required by the County Council, to demonstrate the Owner compliance with the Full Travel Plan, as approved.



## Appendix 6 – Monitoring Fees

This charge will, only cover reasonable costs incurred and will not generate a profit. Please note that these fees are indicative and will vary from site to site:

Task	SCC Travel Plan Officer Hours	SCC Principal Transport Planner Hours	SCC Transport Policy and Development Manager Hours	Total Hours
Travel Plan initial review	1	0.5		1.5
Site visit*	4			4
Review of annual monitoring report	2	1	0.5	3.5
Engagement (meeting with developer, consultants etc)	6	6		12
<b>Total Hours</b>	<b>13</b>	<b>7.5</b>	<b>0.5</b>	<b>21</b>

Task	SCC Travel Plan Officer Hours	SCC Principal Transport Planner Hours	SCC Transport Policy and Development Manager Hours	Total Hours
Travel Plan development/review engagement	£40	£31	£0	£71
Site visit*	£160	£0	£0	£160
Review of annual monitoring report	£80	£62	£38	£180
Monthly engagement	£240	£372	£0	£612
<b>Total Cost</b>	<b>£520</b>	<b>£465</b>	<b>£38</b>	<b>£1,023</b>

Notes:

\*Assume 4 hours in total including travel time

SCC Active Travel Officer hourly rate (including on-costs) £40

SCC Behaviour Change Manager hourly rate (including on-costs) £62

SCC Transport Travel and Safety Manager hourly rate (including on-costs) £75



# Appendix 7 – Travel Plan Checklist

## TRAVEL PLAN CHECKLIST



### SCHOOLS

#### INTRODUCTION

1. School details
2. Pupil and staff information
3. Opening times
4. Working group members

#### TRAVEL AND TRANSPORT INFRASTRUCTURE

1. On site facilities (Incl. information around estimated number of people and vehicles accessing the site)
2. STARS routes to school audit

*Please ignore this section if you are an interim or a newly built school.*

#### SURVEYS, MODAL SHIFT AND TARGETS

1. Pupil Survey
2. Staff Survey
3. Targets

#### ACTION PLAN

1. Select a minimum of 5 initiatives, one must be a consultation initiative, one must be annual monitoring.

#### TRAVEL AND TRANSPORT ISSUES

1. List specific issues and how these are identified

#### SIGN OFF

1. School Travel Plan Champion
2. Head Teacher
3. Governor
4. LA Officer

### RESIDENTIAL (Interim)

#### INTRODUCTION

1. Overview of the proposed site
2. Developer/Landowner details

#### BACKGROUND INFORMATION

1. Key points from the TA (Travel Assessment) that are relevant to the Travel Plan

#### TRAVEL AND TRANSPORT INFRASTRUCTURE

1. Bus, cycle, walking etc.

#### OBJECTIVES

1. To insure the developments trip rates are agreed at the planning process

#### TARGETS

1. Modal shift targets based on trip rate reduction
2. A commitment to identify suitable SMART targets once the site is occupied

#### ACTION PLAN

1. List of actions to meet targets, incl. trigger points for delivery
2. Interim marketing strategy

#### WELCOME PACK

1. Identify the content of the welcome pack

#### MONITORING

1. Commitment to undertake the baseline monitoring on occupation of the 100th dwelling. To produce a full travel plan within 3 months of occupation of the 100th dwelling
2. A commitment of 2 week vehicular traffic counts, set up on all vehicular access points in the development (not in public or school holidays)
3. A commitment to provide the 14 day surveys
4. A commitment to provide uptake of PTP (personalised travel plans)
5. A commitment to provide the number of uptake of multi-modal vouchers

#### BUDGET

1. Travel Plan budget

## TRAVEL PLAN CHECKLIST



### RESIDENTIAL (Full)

#### INTRODUCTION

1. Overview of the proposed site
2. Build out rate/phasing
3. Current number of dwellings occupied
4. Developer and TPC (Travel Plan Coordinator) details

#### BACKGROUND INFORMATION

1. Agreed trip generation from TA (Incl. am and pm peaks)

#### TRAVEL AND TRANSPORT INFRASTRUCTURE

1. Bus, cycle, walking etc.

#### OBJECTIVES

1. To insure the developments trip rates are agreed at the planning process

#### TARGETS

1. Modal shift targets based on trip rate reduction
2. Additional SMART targets

#### ACTION PLAN

1. List of actions to meet targets, incl. timescales for delivery
2. Include details on how this will be marketed to residents

#### WELCOME PACK

1. Summary of the content of the welcome pack. Full pack to be appended

#### MONITORING

1. A commitment to monitor the travel plan annually on each anniversary of the occupation of the 100th dwelling for a minimum of 5 years or one year after occupation of the final dwelling. (whichever is the longest duration)
2. 2 week vehicular counts, set up on all vehicular access points in the development (not in public or school holidays)
3. Commitment to provide the number of surveys
4. Commitment to provide the uptake of PTPs
5. Commitment to provide the uptake of multi-modal vouchers

#### BUDGET

1. Travel Plan budget

### WORKPLACE (Interim)

#### INTRODUCTION

1. Organisation details
2. Opening times/working hours

#### TRAVEL AND TRANSPORT INFRASTRUCTURE

1. On site facilities
2. Site audit (incl. information around estimated number of people and vehicles accessing the site)

#### TARGETS

1. List specific transport issues and how these are identified

#### ACTION PLAN

1. Select a minimum of 5 initiatives and one must be a consultation initiative, one must be annual monitoring. To view a list of initiatives if you are not using STARSfor, please visit [www.suffolk.gov.uk/travelplans](http://www.suffolk.gov.uk/travelplans)

### WORKPLACE (Full)

#### INTRODUCTION

1. Organisation details
2. Staff and visitor information
3. Opening times/working hours
4. Working group members

#### TRAVEL AND TRANSPORT INFRASTRUCTURE

1. On site facilities
2. Site audit (incl. information around estimated number of people and vehicles accessing the site)

#### TARGETS

1. Staff survey
2. Targets
3. List specific travel and transport issues

#### ACTION PLAN

1. Select a minimum of 5 initiatives and one must be a consultation initiative, one must be annual monitoring. To view a list of initiatives if you are not using STARSfor, please visit [www.suffolk.gov.uk/travelplans](http://www.suffolk.gov.uk/travelplans)



# Appendix 8 – Travel Plan Monitoring Checklist



**LOCAL LINKS**  
*The way to go*

## MONITORING CHECKLIST



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**SCHOOLS**

**SURVEYS\***

- ModeshiftSTARS requirement – hands up survey. Visit [www.modeshiftstars.org](http://www.modeshiftstars.org)

*\*Schools (Interim, new build only) Not possible to achieve due to no pupil or staff survey*

**RESIDENTIAL (Interim)**

**INTRODUCTION**

- Summary of Travel Plan and reasons for securing (i.e. planning requirement)

**TRAFFIC COUNTS**

- These need to be taken for a two week period outside of school holidays
- For planning related Travel Plans, how do these compare to the predicted worst-case trips in the supporting Transport Assessment? / Vehicular Trip rate for partially built sites

**QUESTIONNAIRES**

- All questions and results from the questionnaire must be provided. Any comments (i.e. "Other" response) that support the results from the questionnaire must be listed
- A summary of the people surveyed, the response rate and the date(s) the survey was undertaken needs to be provided
- Partial postcode plots (i.e. IP1 2..)
- Information if a prize draw or incentive was used to obtain a higher response rate

**OTHER**

- If multi-modal vouchers were provided, what is the current level of their uptake, in addition to what voucher did the residents/employees redeem (i.e. bus tickets, rail tickets, cycle voucher)
- Monitoring cycle storage usage over a specific week
- Number of residents or employees registered on Suffolk Car Share, or internal car share database

**PROGRESS WITH TARGETS AND OBJECTIVES**

- List all the targets and objectives that were agreed in the interim Travel Plan and any further revisions (i.e. Full Travel Plan)
- Evidence of progress against the agreed Travel Plan targets and objectives
- List any new sustainable transport initiatives that are relevant to the Travel Plan

**WAY FORWARD**

- Identify when the next Travel Plan Monitoring report is due
- Identify some suitable remedial measures if the targets and objectives have not been met

**RESIDENTIAL (Full)**

**INTRODUCTION**

- Summary of Travel Plan and reasons for securing (i.e. planning requirement)

**TRAFFIC COUNTS**

- These need to be taken for a two week period outside of school holidays
- For planning related Travel Plans, how do these compare to the predicted worst-case vehicular trips in the supporting Transport Assessment? / Vehicular Trip rate for partially built sites

**QUESTIONNAIRES**

- All question and results from the questionnaire must be provided. Any comments (i.e. "other" response) that support the results from the questionnaire must be listed
- A summary of the number of people surveyed, the response rate and the date(s) the survey was undertaken needs to be provided
- Partial postcode plots (i.e. IP1 2..)



**LOCAL LINKS**  
*The way to go*

## MONITORING CHECKLIST



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4. Information if a prize draw or incentive was used to obtain a higher response rate

**OTHER**

- If multi-modal vouchers were provided, what is the current level of their uptake, in addition to what voucher did the residents/employees redeem (i.e. bus tickets, rail tickets, cycle voucher)
- Monitoring cycle storage usage over a specific week
- Number of residents or employees registered on Suffolk Car Share, or internal car share database

**PROGRESS WITH TARGETS AND OBJECTIVES**

- List all the targets and objectives that were agreed in the Interim Travel Plan and any further revisions (i.e. Full Travel Plan)
- Evidence of progress against the agreed Travel Plan targets and objectives
- List any new sustainable transport initiatives that are relevant to the Travel Plan

**WAY FORWARD**

- Identify when the next Travel Plan Monitoring report is due
- Identify some suitable remedial measures if the targets and objectives have not been met

**WORKPLACE (Interim)**

**INTRODUCTION**

- Summary of Travel Plan and reasons for securing (i.e. planning requirement)

**TRAFFIC COUNTS**

- These need to be taken for a two week period outside of school holidays
- For planning related Travel Plans, how do these compare to the predicted worst-case trips in the supporting Transport Assessment? / Vehicular Trip rate for partially built sites

**QUESTIONNAIRES**

- All question and results from the questionnaire must be provided. Any comments (i.e. "other" response) that support the results from the questionnaire must be listed
- A summary of the number of people surveyed, the response rate and the date(s) the survey was undertaken needs to be provided
- Partial postcode plots (i.e. IP1 2..)
- Information if a prize draw or incentive was used to obtain a higher response rate

**OTHER**

- If multi modal vouchers were provided, what is the current level of their uptake, in addition to what voucher did the residents/employees redeem (i.e. bus tickets, rail tickets, cycle voucher)
- Monitoring cycle storage usage over a specific week
- Number of residents or employees registered on Suffolk Car Share, or internal car share database

**PROGRESS WITH TARGETS AND OBJECTIVES**

- List all the targets and objectives that were agreed in the Interim Travel Plan and any further revisions (i.e. Full Travel Plan)
- Evidence of progress against the agreed Travel Plan targets and objectives
- List any new sustainable transport initiatives that are relevant to the Travel Plan

**WAY FORWARD**

- Identify when the next Travel Plan Monitoring report is due
- Identify some suitable remedial measures if the targets and objectives have not been met



## MONITORING CHECKLIST



### WORKPLACE (Full)

#### INTRODUCTION

1. Summary of Travel Plan and reasons for securing (i.e. planning requirement)

#### TRAFFIC COUNTS

1. These need to be taken for a two week period outside of school holidays
2. For planning related Travel Plans, how do these compare to the predicted worst-case trips in the supporting Transport Assessment? / Vehicular Trip rate for partially built sites

#### QUESTIONNAIRES

1. All question and results from the questionnaire must be provided. Any comments (i.e. "other" response) that support the results from the questionnaire must be listed
2. A summary of the number of people surveyed, the response rate and the date(s) the survey was undertaken needs to be provided
3. Partial postcode plots (i.e. IP1 2..)

4. Information if a prize draw or incentive was used to obtain a higher response rate

#### OTHER

1. If multi modal vouchers were provided, what is the current level of their uptake, in addition to what voucher did the residents/employees redeem (i.e. bus tickets, rail tickets, cycle voucher)
2. Monitoring cycle storage usage over a specific week
3. Number of residents or employees registered on Suffolk Car Share, or internal car share database

#### PROGRESS WITH TARGETS AND OBJECTIVES

1. List all the targets and objectives that were agreed in the Interim Travel Plan and any further revisions (i.e. Full Travel Plan)
2. Evidence of progress against the agreed Travel Plan targets and objectives
3. List any new sustainable transport initiatives that are relevant to the Travel Plan

#### WAY FORWARD

1. Identify when the next Travel Plan Monitoring report is due
2. Identify some suitable remedial measures if the targets and objectives have not been met



# Appendix 9 – Suffolk Travel Plan Monitoring Framework for Workplace and Residential Developments



## Suffolk Travel Plan Monitoring Framework for Workplace and Residential Developments:

### UPDATED APRIL 2021

As a Highway Authority, the requirement to oversee the monitoring of a Travel Plan is normally the responsibility of Suffolk County Council. This is a discretionary function of the County Council and requires a suitable level of resource to ensure that it is maintained and Travel Plan stakeholders, such as the Developer and Local Planning Authority (who oversees the compliance of the Travel Plan) benefit from this service.

To ensure Suffolk County Council offer is maintained and is effective, also taking into account the increased service demand on Council resources, a consistent Travel Plan monitoring framework has been set to ensure the Suffolk County Council Travel Plan team maintain a high level of service offered to stakeholders.

This monitoring process is written in accordance with the Travel Plan monitoring requirements identified in the “Travel Plans, Transport Assessments and Statements” section of the 2014 Planning Practice Guidance and best practice examples that were identified in the “Making Residential Travel Plans Work” DFT Guidance document.

### January:

- Travel Plan Coordinators to scope out and agree suitable dates for Automatic Traffic Counts (ATC’s) or Multi-modal surveys to be set up before end of September to ensure they are accommodated in the monitoring reports. These surveys must be undertaken at a time that avoids public and school holidays. ATC’s must be set up for a minimum of 14 continuous days.

### March:

- Suffolk County Council notify all Travel Plan Coordinators for sites in Suffolk that require a Travel Plan to undertake their monitoring and set up their ATC’s during before the end of September and send them the Modeshift STARS Business/Community link ([www.modeshiftstars.org](http://www.modeshiftstars.org)) for the Travel Plans to be updated and survey link generated

### July:

- Suffolk County Council set up survey on Modeshift STARS Business/Community and send link to Travel Plan Coordinators for completion in September
- Suffolk County Council also send the Residential Travel Plan Monitoring Template (<https://www.suffolk.gov.uk/assets/planning-waste-and-environment/planning-and-development-advice/Travel-Plans/2020-02-04-Residential-Travel-Plan-Monitoring-template.xlsx>) to collect some of the ATC data, main mode of travel survey data and total uptake of multi-modal vouchers (from first occupation to date of annual monitoring)



**September:**

- Survey goes live for the month of September

**October:**

- Suffolk County Council close survey and instruct the Travel Plan Coordinators to provide updated Travel Plans on STARS Business/Community and complete Residential Travel Plan Monitoring Template and raw ATC data (for validation against the Residential Travel Plan Monitoring Template) by the 31<sup>st</sup> October

**November:**

- The process in the *“How do we make sure the Travel Plan is implemented?”* section of the Suffolk Travel Plan Guidance is followed for any missed and non-compliant monitoring reports

**December:**

- Suffolk County Council notify the Travel Plan Coordinators of the outcome of the reviews. The process in the *“If the Travel Plan Targets are not achieved”* section of the Suffolk Travel Plan Guidance is followed for any Travel Plan targets that are missed
- The Travel Plan Coordinators are then notified about repeat process being replicated the following year. If agreed Travel Plan review duration has concluded and if the Travel Plan was secured by a planning condition the Travel Plan Coordinator must contact the relevant Local Planning Authority to discuss the discharge any related Travel Plan conditions
- Results will be published in the Suffolk Annual Travel Plan Monitoring report in the New Year

***Please note for sites with established Travel Plans, any Travel Plan monitoring reports submitted early will not be reviewed until the following August***



## Required Travel Plan Monitoring Report content:

- **Residential Travel Plans:**
  - Site name
  - Planning reference
  - Total number of dwellings on development
  - Dwellings occupied at date of monitoring
  - Predicted AM and PM trips generated and trip rate from supporting Transport Assessment. This must include both arrivals and departures
  - Actual trips from ATC's (Tue-Thur two-week average) during the AM (0800-0900) and PM (1700-1800) peak periods, including both arrivals, departures and two-way. ***Please use the Excel template and upload onto Modeshift STARS Business in the "Additional Surveys" section***
  - Method of Travel to Work Survey modal breakdown (SOV, Car Share, Rail, Bus, Cycle, Walk) taken from Modeshift STARS Business
  - Method of Travel to Work response rate
  - Update of multi-modal vouchers
  
- **Workplace:**
  - Site name
  - Planning reference
  - Total number of employees (both full and part time)
  - Predicted AM and PM trips generated and trip rate from supporting Transport Assessment. This must include both arrivals and departures (if applicable)
  - If applicable, actual trips from ATC's (Tue-Thur two-week average) during the AM (0800-0900) and PM (1700-1800) peak periods, including both arrivals, departures and two-way. ***Please use the Excel template and upload onto Modeshift STARS Business in the "Additional Surveys" section***
  - Method of Travel to Work Survey modal breakdown (SOV, Car Share, Rail, Bus, Cycle, Walk)
  - Method of Travel to Work response rate



