



Travel Plan Guide for New Developments



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1. Introduction

1.1 Travel Plans are long-term management strategies required through the planning process for a wide range of land uses such as residential, retail, employment, education, leisure and health and, whilst guided by a framework of common principles and components, are unique and are aimed at addressing the transport needs of a specific development or organisation. A Travel Plan is also a 'living' document that is implemented, regularly monitored and reviewed, and has an identified owner.

1.2 Each Travel Plan must identify, through an Action Plan, a package of measures that can be applied at that location to ensure accessibility and to encourage an increased use of more sustainable travel - public transport, car sharing, cycling and walking, as well as reduce the need to travel to and from the development. The Travel Plan should cover all occupiers and be a means of monitoring the impact of car use by anyone going to or from the site.

1.3 The objective of the Travel Plan is to achieve the following outcomes:

- Minimise single occupancy car travel to and from a development
- Identify which measures are needed to maximise the use of non-car travel
- Lead to a change in the travel behaviour of individuals to a sustainable mode of travel and then maintain that change
- Identify ways of reducing the need to travel to and from a development
- To reduce the number of freight movements or delivery vehicles travelling to and from the site

1.4 Benefits include:

- Reduced traffic congestion and reduced demand for parking spaces
- Increased choice in means of travel
- Reduced social exclusion
- Local environmental improvements
- Reduced travel costs for organisations and individuals
- Provision for people without access to a car or with mobility impairment
- Opportunities for active, healthy travel

1.5 Developers should use the **checklist** in section 10 to ensure their Travel Plan accords with the requirements of Bristol City Council. In addition, **templates** are provided on the Council website and these must be used in preparing the Travel Plan document and in subsequent implementation processes.

2. Policy

2.1 The relevant Travel Plan policies are identified in the chart below.

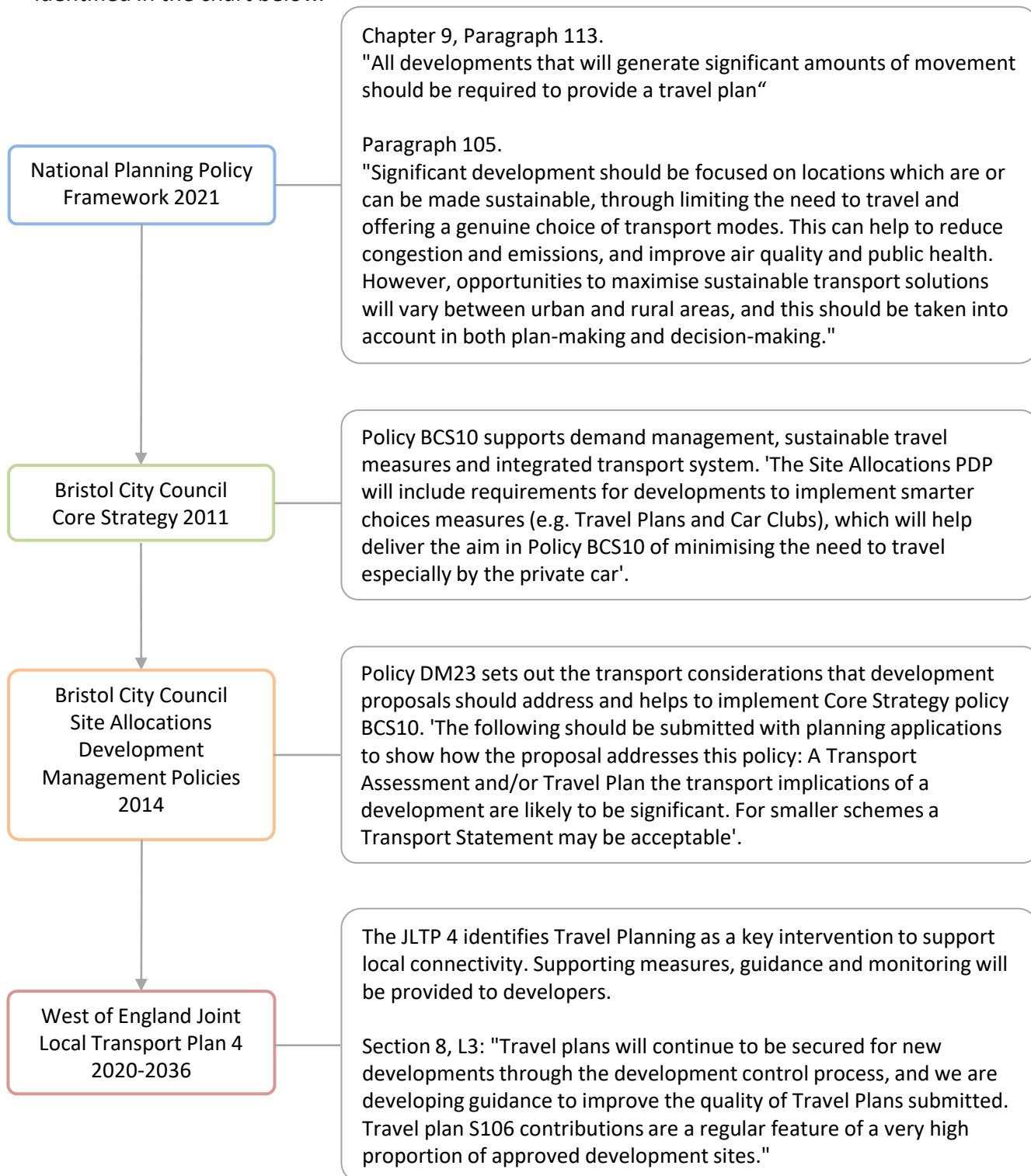
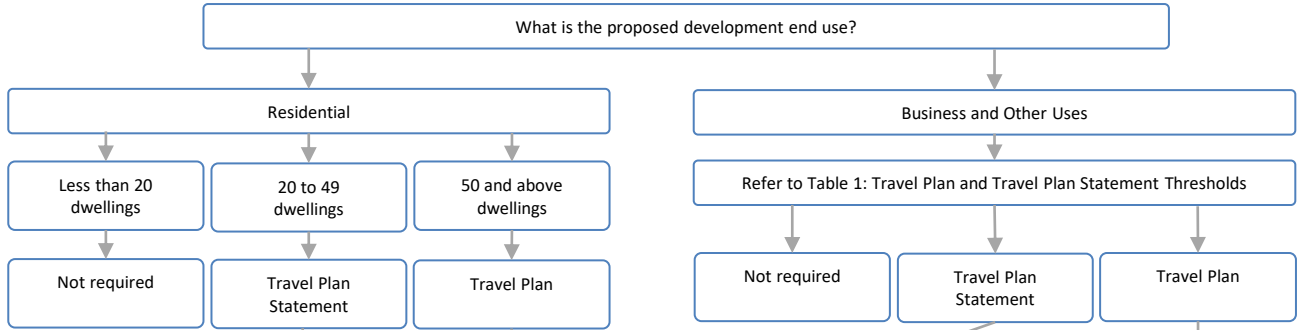


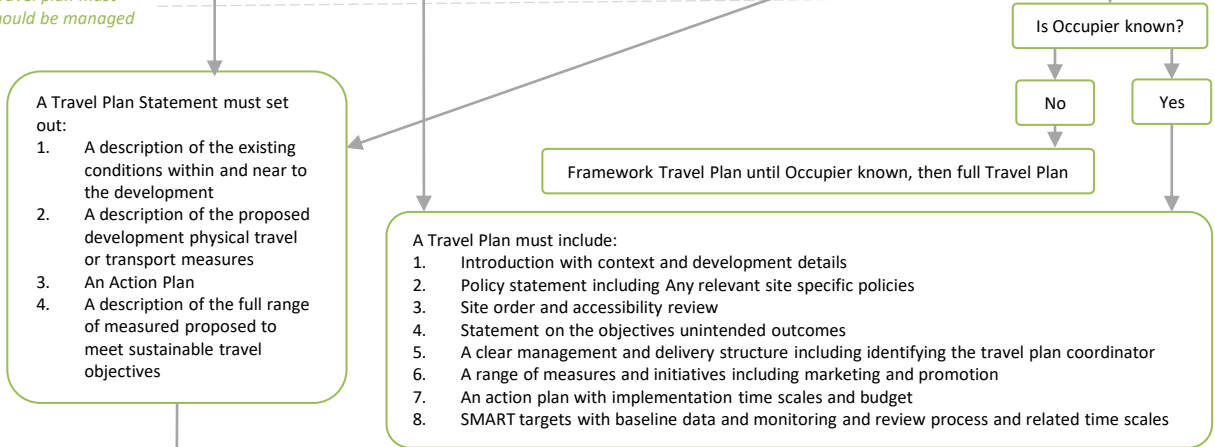
Figure 1. Travel Plan Policy Framework

3. When is a Travel Plan required?

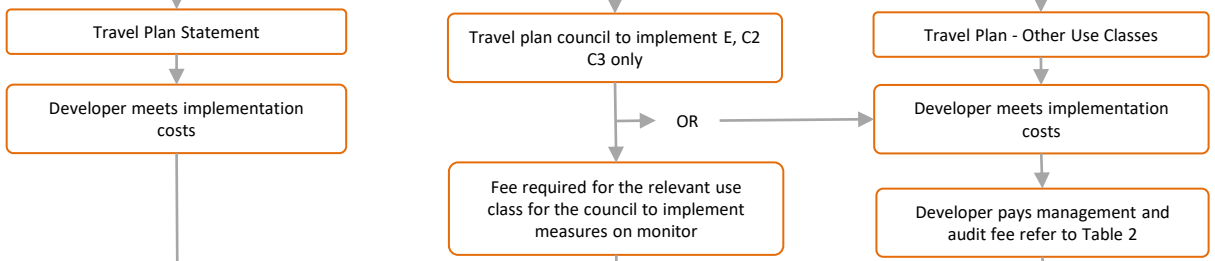
Section 3: When is a travel plan required?



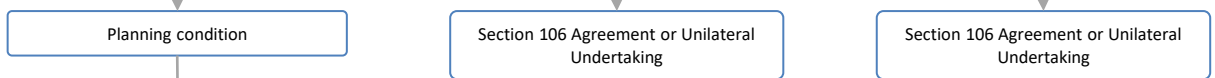
Section 4: What the travel plan must contain and how it should be managed



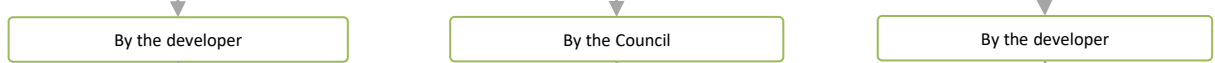
Section 5: Travel Plan Fees



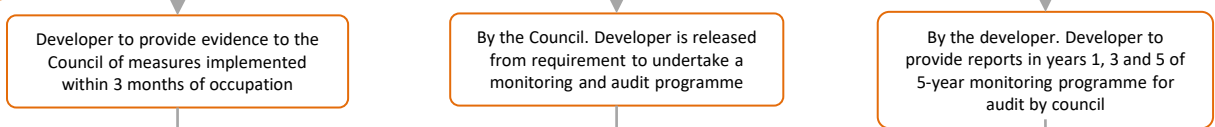
Section 6: How is the travel plan secured?



Section 7: Implementation



Section 8: Monitoring



Section 9: Enforcement



Figure 2. Travel Plan Overview



3. When is a Travel Plan required?

3.1 Figure 2 above illustrates the sequence and logic of the processes involved in determining the type and content of each Travel Plan, together with a summary of fees, implementation, monitoring and enforcement, cross-referenced to the relevant sections of this Guide.

3.2 The **checklist** in section 10 should also be used so as to ensure that all relevant aspects are taken into account in developing a Travel Plan that accords with Bristol City Council requirements.

3.3 Table 1 overleaf outlines, under each Use Class, the thresholds where either a Travel Plan or a Travel Plan Statement is required. Section 4 of this Guide then details what each type of plan should contain.

3.4 The thresholds in Table 1 are based on those set out in Appendix B of the Department for Transport *Guidance on Transport Assessment* March 2007, adapted to local need in Bristol in respect of Use Class C3, where the lower threshold is set at 50 dwellings for a Travel Plan and 20 dwellings for a Travel Plan Statement.

3.5 In line with National Planning Policy Framework para. 36, Bristol City Council reserves the right to request a Travel Plan for any development where the Council considers that the transport impact will be significant. In particular, a mixed use development where each constituent element is, in itself, below the relevant threshold, but the combined development is considered to be significant, may require the submission of a Travel Plan.

3.6 In all cases, the Travel Plan or Travel Plan Statement must be submitted with the planning application and Transport Assessment/Transport Statement.

3.6 The submission of a Travel Plan is not a guarantee that a proposed development will not be objected to on highways grounds if other supporting documentation, such as a Transport Assessment, does not demonstrate acceptability in highways terms.

Table 1: Travel Plan and Travel Plan Statement Thresholds

Use Class	Not required	Travel Plan Statement	Travel Plan
B2 General industrial	Below 2,500m ²	2,500 - 3,999m ²	4,000m ² and over
B8 Storage or distribution	Below 3,000m ²	3,000 - 4,999m ²	5,000m ² and over
C1 Hotels	Below 75 bedrooms	75 - 99 bedrooms	100 bedrooms and over
C2 Residential institutions - hospitals, nursing homes	Below 30 beds	30 - 49 beds	50 beds and over
C2 Residential institutions - residential education	Below 50 students	50 - 149 students	150 students and over
C2 Residential institutions - institutional hostels	Below 250 residents	250 - 399 residents	400 residents and over
C3 Dwelling houses	Below 20 dwellings	20 - 49 dwellings	50 dwellings and over
E(a) Retail (non-hot food)	Below 800m ²	800 - 1,499m ²	1,500m ² and over
E(b) Food retail (Restaurants and Cafes)	Below 300m ²	300 - 2,499m ²	2,500m ² and over
E(c) A2 Financial and professional services	Below 1,000m ²	1,000 - 2,499m ²	2,500m ² and over
E(d) Indoor Sport & Recreation	Below 500m ²	500 - 1,499m ²	1,500m ² and over
F1 Learning & Non-residential Institutions	Below 500m ²	500 - 999m ²	1,000m ² and over
Other / Sui Generis	Discuss with Bristol City Council		

4. What the Travel Plan must contain and how it should be managed

4.1. What type of Travel Plan is required

4.1.1 This section outlines the different types of Travel Plan commonly used. Templates for each can be found on the Council website and these **must** be used. In addition, developers should use the **checklist** provided in section 10 of this Guide prior to submission of the Travel Plan. Travel Plans that do not use the standard template will be rejected.

4.1.2 Useful information on existing transport services in Bristol can be found at <https://opendata.bristol.g.uk/pages/home> and census data and other statistics at <http://profiles.bristol.gov.uk>

4.2. Full Travel Plan

4.2.1 Where the development end-user is known, including for all residential developments above the thresholds in Table 1, a Full Travel Plan is required.

4.2.2 A Full Travel Plan should be submitted when:

1. The proposed use and accessibility needs are known.
2. The occupier is identified.
3. The site is already occupied (e.g. if it is being extended), allowing the collection of baseline travel data and consultation with staff/visitors/residents.

4.2.3 In general, a Travel Plan should include:

1. Introduction with context and development details.
2. Policy statement, including any relevant site-specific policies.
3. Site audit and accessibility review.
4. Statement on the intended outcomes.
5. A clear management and delivery structure, including identifying the Travel Plan Co-ordinator.

6. A range of measures and initiatives, including marketing and promotion.
7. An Action Plan with implementation timescales and budget.
8. SMART (Specific, Measurable, Achievable, Realistic, Timebound) targets with baseline data, a monitoring and review process and related timescales.

4.3 Framework Travel Plan

4.3.1 For speculative developments, or where the likely end user(s) is unknown a Framework Travel Plan is required.

4.3.2 Whilst it is understood that some details may not be available to provide information about the timescales and mechanisms for the delivery of measures, the Framework Travel Plan must clearly set out when these additional details will be forthcoming, and in any event not later than first occupation.

4.3.3 A Framework Travel Plan should:

1. Be produced for mixed-use developments with multiple occupiers and/or phases where any of the uses exceeds the Travel Plan threshold. A Framework Travel Plan may also be required where individual uses do not exceed the threshold, depending on the combined impact of the development.
2. Include joint overall outcomes, targets and indicators.
3. A Full Travel Plan will be required prior to first occupation, with a Travel Plan Co-ordinator identified.

4. What the Travel Plan must contain and how it should be managed

4.4 School Travel Plan

4.4.1 Where a Travel Plan is required as part of a school development then Bristol City Council uses *Modeshift STARS* to register, assess and monitor School Travel Plans and reference should be made to the Schools section of the Bristol City Council *Transport Development Management Guide*.

4.5 Travel Plan Statement

4.5.1 A Travel Plan Statement is required for all developments that meet the thresholds set out in Table 1.

4.5.2 A Travel Plan Statement must set out a commitment to the promotion of sustainable travel and should contain:

1. A description of the existing conditions within and near to the development.
2. A description of the proposed development physical travel or transport measures.
3. An Action Plan.
4. A description of the full range of measures proposed to meet sustainable travel objectives.

4.5.3 The developer will be required to provide evidence to the Council of measures implemented within 3 months of occupation with a Travel Information Pack to be agreed with the Council prior to occupation.

4.6 Objectives and Outcomes

4.6.1 The templates available on the Council website give details of the structure and content required for each document.

4.6.2 A core Travel Plan process is the use of outcomes, targets and indicators.

4.6.3 Linking objectives to intended outcomes drives the form and content of the Travel Plan, including the targets selected and the indicators in relation to them.

4.6.4 An 'outcomes' approach specifies outcomes linked to specific targets and is distinct from that which focuses wholly on the establishment of a list of measures.

4.6.5 In this 'outcomes' approach, the focus is on securing the performance of the Travel Plan, where the developer is required to commit to achieving specified outcomes linked to targets and agrees to a review and monitoring process, or ultimately to sanctions being applied if the outcome targets are not met.

4.6.6 All Travel Plans must therefore be developed on the basis of the 'outcomes' summarised in paragraph 1.3.

4.7 How the Travel Plan should be managed?

4.7.1 The Travel Plan should be proactively managed and supervised by a nominated Travel Plan Co-ordinator throughout the life of the development and for the agreed monitoring period. Contact details must be supplied to travelplans@bristol.gov.uk

4.7.2 For developments with a range of uses and/or more than one occupier, a single nominated Travel Plan Co-ordinator is required to manage the Travel Plan for the development as a whole, with each constituent use having their own nominated representative.

5. Travel Plan fees

5.1 Management and audit fee

5.1.1 Where a Travel Plan is required, a Travel Plan Management and Audit Fee, as set out in Table 2, will be payable to Bristol City Council by the developer, except where a residential developer takes up the option detailed in section 5.3 for the Council to undertake implementation its behalf.

5.1.2 There is no Management and Audit Fee for a Travel Plan Statement.

5.1.3 The Travel Plan Management and Audit Fee has been calculated on the basis of the Council officer time required, together with the provision and maintenance of supporting systems, to:

1. Set up and update the database to ensure monitoring takes place at appropriate times.
2. Attend the development Travel Plan Steering Group meetings to monitor progress and to support the delivery and success of the Travel Plan.
3. Provide training to developer Travel Plan Co-ordinators.
4. Audit and review biennial monitoring over the 5-year period of the Travel Plan.
5. Review Travel Plan progress in light of monitoring results.
6. Discuss the results and future measures with the site Travel Plan Co-ordinator.

Table 2: Travel Plan Management and Audit Fees

Use Class	Size of development	Management and Audit Fee
B2 General industrial	5,000m ² and over	£5,693
	4,000 - 4,999m ²	£3,985
B8 Storage or distribution	7,500m ² and over	£5,693
	5,000 - 7,499m ²	£3,985
C1 Hotels	150 bedrooms and over	£5,693
	100 - 149 bedrooms	£3,985
C2 Residential institutions - hospitals, nursing homes	75 beds and over	£5,693
	50 - 74 beds	£3,985
C2 Residential institutions - residential education	225 students and over	£5,693
	150 - 224 students	£3,985
C2 Residential institutions - institutional hostels	600 residents and over	£5,693
	400 - 599 residents	£3,985
C3 Dwelling houses	150 dwellings and over	£5,693
	50 - 149 dwellings	£3,985
E(a) Retail (non-hot food)	3,500m ² and over	£5,693
	1,500 - 3,499m ²	£3,985
E(b) Food retail (Restaurants & Cafes)	3,500m ² and over	£5,693
	800 - 3,499m ²	£3,985
E(c) A2 Financial and Professional Services	3,500m ² and over	£5,693
	2,500 - 3,499m ²	£3,985
E(d) Indoor Sport & Recreation	2,250m ² and over	£5,693
	1,500 - 2,249m ²	£3,985
F1 Learning & Non-residential institutions	1,500m ² and over	£5,693
	1,000 - 1,499m ²	£3,985
Other / Sui Generis	Discuss with Bristol City Council	

5. Travel Plan fees

5.1.4 For mixed-use developments, the Management and Audit Fee will be the sum of the relevant charges for each separate Use Class element.

5.1.5 This fee does not cover the surveys, data inputting or analysis, which are the responsibility of the developer and their Travel Plan Co-ordinator. All monitoring reports and survey output data must be submitted using the standard Bristol City Council templates.

5.1.6 The full Management and Audit Fee amount will be due on commencement of building works.

5.2 BCC Implementation

5.2.1 As an alternative, for Class E (formally B1), C2 residential business and C3 residential development only, Bristol City Council will undertake implementation of the Travel Plan on the applicant's behalf. The required Implementation Fees (2019 index linked) are;

- E – Fees start at **£17,472** for 2500m², increasing by **£2.30** per m²
- C2 - **£220** per cluster flat
- C3 - **£220** per dwelling

The applicant will be required to enter into a Section 106/Unilateral Undertaking with the Council, the developer would be released from the Travel Plan planning obligation over a 5-year period and also from the Management and Audit Fee that would otherwise apply.

5.2.2 Under this approach, Bristol City Council would act as the site Travel Plan Co-ordinator for the life of the Travel Plan and would deliver a site-specific range of measures based on the approved Travel Plan, as well as undertake a survey, monitor, audit and review role.

5.2.3 The Implementation Fee incorporates all monitoring costs and also the Management and Audit Fee detailed in section 5.2.

5.2.4 This fee will cover the following detailed elements of the Travel Plan:

- Travel Plan Co-ordinator
- Travel Information Pack
- Steering Group and occupier liaison
- Marketing
- Personalised Travel Planning
- Measures to minimise single occupancy car travel
- Public transport promotion measures
- Cycle promotion measures
- Loan bikes
- Dr Bike
- Cycle training
- Walking promotion measures
- Car share and Car Club promotion
- Events
- Monitoring, travel and user surveys and reporting, over the 5-year period
- Management, data processing and administration

5.2.5 Further marketing information can be found at www.travelwest.info/movinghome



5.2.5 Bristol City Council reserves the right not to undertake implementation on the developer's behalf.

5. Travel Plan fees

5.3 Travel Plan fee summary

5.3.1 The fees required by Bristol City Council in support of development Travel Plans are summarised in the chart below.

5.3.2 When submitting a Residential (C2, C3) or Business Travel Plan (E) please confirm which fee option you wish to use – Full Travel Plan Fee or Management and Audit Fee.

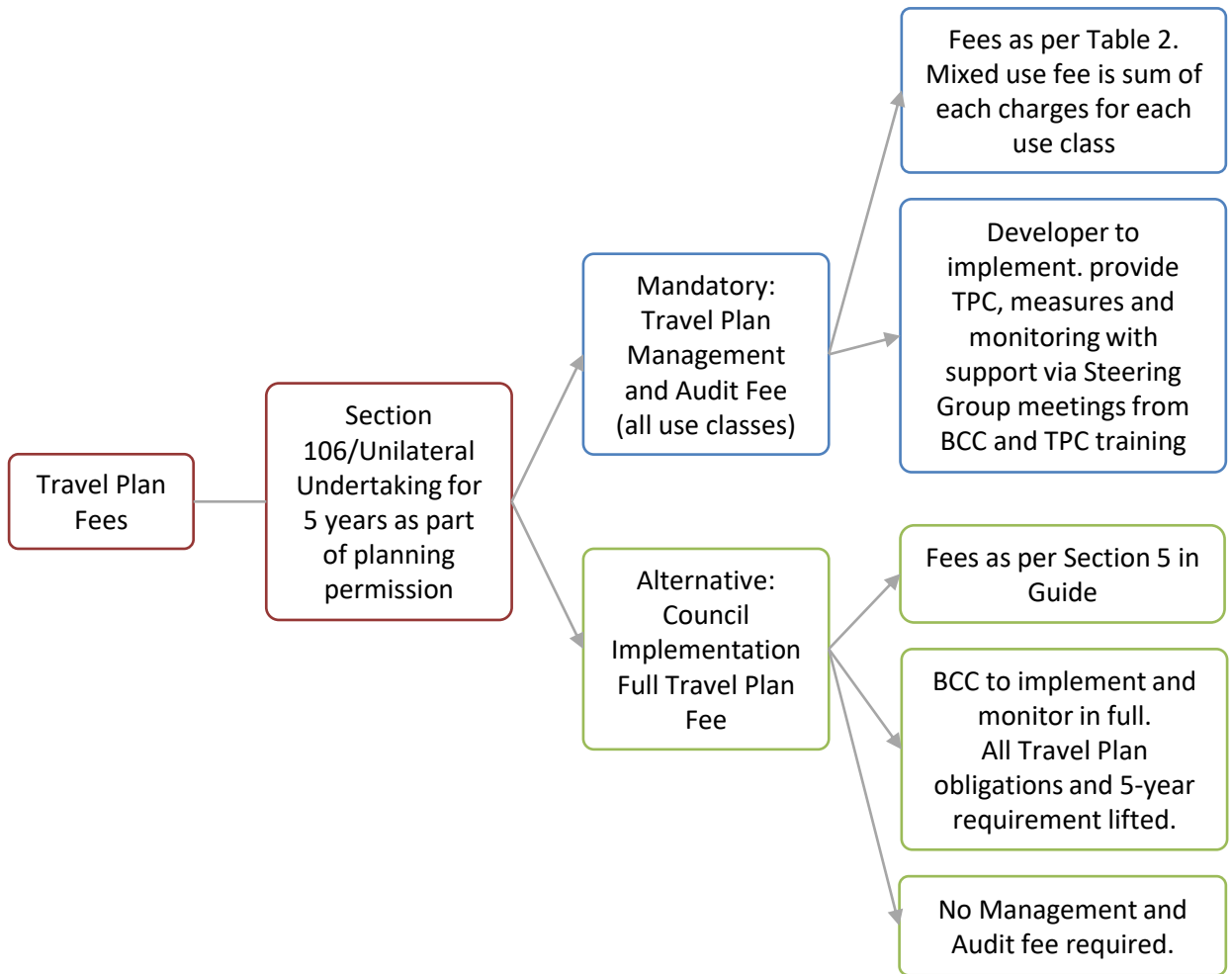


Figure 3. Travel Plan Fee Summary

6. How is the Travel Plan secured?

6.1 All Travel Plans will be secured through a Section 106 Agreement Planning Obligation a Unilateral Undertaking and/or a planning condition.

6.2 Where a developer elects to have the Council undertake the implementation of Travel Plan measures in a residential development this will be secured through a separate Section 106 Agreement or Unilateral Undertaking with the Council.

6.3 Travel Plans that meet the significant Use Class thresholds scheduled in Table 2 maybe required to ensure that all of the costs of the Travel Plan implementation are safeguarded at the time the planning consent is granted. This will be secured by provision in a Section 106 Agreement for a cash payment or a combination of the payment of a cash deposit with a bond to secure the remaining costs for the delivery of the Travel Plan. Any bond should be capable of being called upon by the Council if the developer fails to deliver the agreed measures and / or targets contained within the Travel Plan. The Bond or cash sum would be set to the value of the Travel Plan implementation budget to be drawn on by the Council if necessary.

6.4 It should be noted that any such safeguarding payments are not a penalty and simply represent an appropriate means of addressing any shortcomings in delivery. The value of any financial drawdown would be defined by the measures considered necessary by the Council to remedy any shortcomings.

6.5 All Travel Plan Statements will be secured by means of a planning condition.

6.6 Developers should note that any requirement for the provision of Car Club measures will be secured separately through the Section 106 Agreement, although they may be a constituent part of the Travel Plan.

7. Measures and Initiatives

7.1. Travel Plan measures

7.1.1 All Travel Plans should include a consideration of the following measures, appropriate and proportional to the size and impact of the proposed development, with those selected determined by the specific locality and nature of the site:

- a) Marketing the Travel Plan
- b) Minimise single occupancy car travel
 - o Car Share
 - o Car parking management strategy
- c) Promotion of public transport use
- d) Promotion of cycling
- e) Promotion of walking
- f) Servicing arrangements
- g) Fleet Management, where appropriate

7.1.2 Measures considered by Bristol City Council to be compulsory are highlighted in **bold** bullet points. This list is not exhaustive and Bristol City Council would expect developers to incorporate new, innovative solutions as part of the package of measures.

Travel and cycle information can be found at:

travelwest+
www.travelwest.info



7. Measures and Initiatives

a) Marketing the Travel Plan

- **Travel Information Packs** to all new members of staff/residents. The packs should include travel information together with measures such as free bus tickets and cycle vouchers and contact details of the Travel Plan Co-ordinator. Examples of Travel Information Packs can be found at www.travelwest.info/movinghome
- **Personalised Travel Planning** with induction sessions/welcome packs for new residents/occupants/staff
- **Promotion of TravelWest and Better by Bike** www.travelwest.info and www.betterbybike.info websites
- Notice boards containing public transport maps, car sharing, car clubs, cycling and walking routes and related information
- Regular social media/travel meetings and roadshows for communication with staff
- Media for communication with visitors, accessible on an external web page or newsletter
- Community travel website and events
- Participate in national promotional events, for example National Bike Week, National Car Free Day, Bike2Work Days, Big Commuting Challenge
- Travel Plan Co-ordinator to join the Bristol Workplace Travel Network and Cycle Champion scheme
- Periodic issue of travel newsletter

b) Minimise single occupancy car travel

- **Car park management strategy**
- **Car-share promotion**
- **Electric car charging points**
- Taxi-sharing service
- Car Club, including discounted membership - refer to separate Car Club policy
- Option for staff to work from home
- Residential office space
- Option for staff to work flexible hours
- Broadband access
- Teleconferencing facilities
- Raise awareness of car ownership costs

c) Promotion of Public Transport Use

- **Active dissemination of public transport information**
- **Promotion of bus checker apps** <https://travelwest.info/apps>
- **Public transport tickets to staff /residents** equivalent to a weeks free bus travel
- **Where relevant, discounted bus /cycle promotion for visitors to leisure and retail uses**
- Contribution to, or provision of, new bus service for large developments
- Company shuttle bus service
- Improvement of public transport waiting environments/provision of Real Time Information
- Facilities to improve interchange with other forms of travel, e.g. cycle parking at interchanges

7. Measures and Initiatives

d) Promotion of Cycling

- **Secure covered Sheffield stand cycle parking**
- **On-site changing facilities and lockers**
- **Cycle vouchers**
- Promotion of health benefits
- For larger developments, cycle friendly network, including links to key destinations
- Adoption of Cycle2Work tax initiative
- Create a Bicycle User Group (BUG)
- Cycle training
- Electric bikes
- Loan bikes
- Reflective clothing for those opting to cycle to the site
- Cycle mileage rates for business travel
- On-site repair scheme

e) Promotion of Walking

- **Appropriate well lit and signed footpaths**
- **Adequate site pedestrian access points**
- Promotion of health benefits
- Personal alarms for staff walking to the site
- Road safety improvements

f) Servicing arrangements (where relevant)

- **Broadband access**
- Provision for managing delivery and freight activity associated with the site, including during construction, for example through a freight consolidation centre or collaborative procurement
- Short-stay parking lay-bys (e.g. allocated parking for home deliveries, unloading), where applicable
- Co-operation with other site users on common purchasing and recycling policies, to reduce delivery vehicle movements
- Home delivery of products with drop-off point, where applicable
- Local sourcing of raw materials/produce
- Measures to ensure site users have access to key facilities and services where they cannot easily access them by walking, cycling or public transport

g) Fleet Management (non-residential uses only)

- Review of company car policy, with a focus on grey fleet use
- Working practices
- Review of mileage rates
- Pool cars/bikes
- Use of electric vehicles/biofuels
- Driver training
- Route planning

7. Measures and Initiatives

7.3 Developers are encouraged to utilise the option of procuring specific Travel Plan implementation measures from Bristol City Council. In particular, business developers are encouraged to make use of the annual Travel to Work survey and the Big Commuting Challenge. Developers should contact the Council at travelplans@bristol.gov.uk at the appropriate time to discuss available measures and to agree costings. Bristol City Council is able to offer, through TravelWest, delivery of the following:

- Travel to Work surveys
- Big Commuting Challenge
- Personalised Travel Planning
- Roadshow events
- Marketing and marketing materials, including promotional packs and maps
- Public transport vouchers
- Cycle vouchers
- Cycle safety
- Electric bike scheme

7.4 This list is not exhaustive – further information can be found at www.travelwest.info

7.5 Business Use developers are also encouraged to join the Bristol Workplace Travel Network.

7.6 Supporting physical infrastructure, for example the provision of bus stops or cycle facilities should be considered in parallel with the Transport Assessment, and be in place prior to occupation.

8. Targets, Monitoring and Review

8.1 General

8.1.1 Through the Travel Plan, the developer is required to commit to achieving the specified outcomes (as set out in para. 1.3 and section 4.6) linked to targets and agrees to a monitoring and review process, or ultimately to sanctions being applied if the outcome targets are not met.

8.1.2 An integral part of a Travel Plan is therefore demonstrating that the measures implemented have, over time, met the agreed targets.

8.2 Targets

8.2.1 Clear ‘outcome’ targets must be specified, with deadlines by when these will be achieved.

8.2.2 Targets should be ambitious and should correspond to the best estimate of the maximum number of trips that can be made by non-car modes.

8.2.3 As an example, targets could correspond to the minimum number of journeys to and from the site by car that can be achieved in the context of the operation of the specific activity at the site. This can be translated into the maximum allowable number of vehicle trips to be generated by the development per day, rather than in terms of a reduction in car use from a hypothetical baseline. Alternative approaches might be based on a site-specific survey, TRICS or Census ward data.

8. Targets, Monitoring and Review

8.3 Monitoring

8.3.1 Monitoring is required so as to ensure that there is compliance with the Travel Plan and the terms of the planning permission.

8.3.2 All Travel Plans must include a set of baseline travel data and describe how monitoring will be undertaken, the data to be collected and reported on, measured against the baseline data and agreed targets.

8.3.3 Travel patterns will need to be monitored through regular travel surveys. In particular, the monitoring programme needs to detail a consideration of the following elements:

- Frequency of monitoring
- Description of how surveys will be undertaken
- Duration of surveys
- Define who will be responsible for the survey work
- Use of traffic counters
- Resident/employee surveys and the survey return rate

8.3.4 The Travel Plan should clearly state who is responsible for monitoring compliance.

8.3.5 A monitoring report will need to be submitted biennially over a 5-year period (i.e. years 1, 3 and 5) to the Council. The timing of the submission of these reports should be specified.

8.3.6 Where targets have not been met, the Council may require the measures to be amended based upon actual travel behaviour.

8.3.7 Where targets have not been met, the Council may also require the monitoring period to be extended and for remedial measures to be implemented. This may incur additional monitoring audit fees, to be agreed with the developer. Paras. 6.3/6.4 give further information regarding the potential safeguarding mechanisms that may be required in order to fund any remedial measures.

8.4 Review

8.4.1 Review and revision of the Travel Plan is fundamental to determining whether it is delivering, or requires revision, further monitoring, or ultimately enforcement.

8.4.2 During the 5-year life of the Travel Plan, Bristol City Council will undertake a systematic and planned review, providing the developer/occupier and Council with the opportunity to discuss and make changes to achieve the agreed outcomes. This will enable the Travel Plan to be adjusted and avoid the need for resorting to enforcement action.

8.4.3 The purpose of the review will be to:

- Use the monitoring data to check progress against outcomes, objectives and targets
- Assess whether or not outcomes are likely to be achieved within the agreed timescales
- Consider the effectiveness of individual measures
- Discuss, through the Steering Group, any variations in the measures and their implementation that may be needed to ensure that outcomes and targets are met in the future.

8.4.4 Review timeframes should be identified within the Travel Plan.

8. Targets, Monitoring and Review

8.4.5 Once alternative courses of action have been agreed, the Travel Plan will need to be adjusted by the developer and then approved by the Council, and the monitoring process can then continue in the subsequent time period.

9. Enforcement

9.1 Where a Travel Plan has not been satisfactorily delivered or targets have not been met then the Council may seek the imposition of penalties from the developer. Whilst the Council will seek to remedy the situation through negotiation it will reserve the right through the terms of the Section 106 Agreement planning obligation to impose the following sanctions:

1. Utilise a financial penalty to implement measures to deliver agreed measures.
2. Utilise a financial penalty to implement mitigating measures to meet a pre-agreed outcome.

9.2 Section 6.3 details when financial safeguarding may be required as part of the Section 106 Agreement, as an appropriate means of addressing any shortcomings in delivery.

9.3 Section 8 describes the monitoring and review process that will be undertaken in order to establish whether enforcement action is deemed necessary.

10. Travel Plan Checklist

10.3 Table 3 can help Developers determine the Chapters required based on the type of Travel Plan being submitted.

10.1 Developers should use the following checklist (Pages 21-24) prior to submitting a Travel Plan to Bristol City Council in order to ensure that the timescale for approval is minimised.

10.2 Please use the tick box facility to ensure you have considered all the elements required by the Council before submitting the Travel Plan for approval.

Table 3. Chapters the Travel Plan must include.

Type	Content	Chapters
Framework Travel Plan	Must include: <ul style="list-style-type: none">• Front Page• Document Control Sheet• Contents List• Executive Summary	1 – 5
Full Travel Plan – Audit and Monitoring Fee (Developer delivering the Travel Plan)		1 – 8
Full Travel Plan – BCC Implementing Fee (BCC delivering the Travel Plan)		1 – 6
Travel Plan Statement	See Travel Plan Statement Template	

10. Travel Plan Checklist

Guide Section		Action	Checklist
1	Introduction	<ul style="list-style-type: none"> Have you described the background to the Travel Plan, an overview of the developer and the proposed development, together with details of who is preparing the Travel plan document? 	
2	Policy	<ul style="list-style-type: none"> Have you confirmed that the Travel Plan conforms with the national and local policy framework summarised in section 2? 	
		<ul style="list-style-type: none"> Have you provided information on any site-specific policy issues, for example if the site sits within an Air Quality Management Area? 	
3	When is a Travel Plan required?	<ul style="list-style-type: none"> Have you checked to establish what type of Travel Plan is required and have you formally agreed the scope with Bristol City Council? 	
		<ul style="list-style-type: none"> Have you followed the Overview flow chart? 	
4	What the Travel Plan must contain and how it should be managed.	<ul style="list-style-type: none"> Have you used the relevant template document from the Council website? Have you added your own logo (unless you are wanting BCC to deliver the Residential Travel Plan)? 	
		<ul style="list-style-type: none"> In preparing the Travel Plan document have you included all elements as listed in section 4? 	
		<ul style="list-style-type: none"> Have you included an overview of the development proposals, as detailed below? <ul style="list-style-type: none"> Site description Location map Type of development Estimated date of occupation Number of residents/employees 	
		<ul style="list-style-type: none"> Have you included a site audit and accessibility review that considers the following: <ul style="list-style-type: none"> Site plan and facilities, including cycle parking, showers etc. Links to local facilities Links to Public Transport network, including a summary of local bus stop locations and service frequency Links to cycling and walking network 	

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	<ul style="list-style-type: none"> ○ Parking provision and management strategy: <ul style="list-style-type: none"> ▪ Car ▪ Cycle ▪ Motorcycle ▪ Car club ▪ Electric car charging points ▪ Disabled parking bays ▪ Other (specify) 	
	<ul style="list-style-type: none"> ● Does the physical site layout support sustainable travel both within the site and in connecting to local amenities, services and transport interchanges? 	
	<ul style="list-style-type: none"> ● Have you set out a series of Objectives linked to intended 'outcomes' and do these link to Council policy described in section 2 and the outcomes listed in para. 1.3? 	
	<ul style="list-style-type: none"> ● Do the Objectives and intended outcomes incorporate some of the following? <ul style="list-style-type: none"> ○ Reduction in single occupancy vehicular trips ○ Creation of pedestrian friendly layouts within the new street scene ○ Embrace urban design principles through permeability ○ Promote walking, cycling and public transport use ○ Minimise parking congestion ○ Minimise impact on traffic congestion and air quality ○ Reduce the need to travel away from the site ○ Address any site specific issues/barriers to sustainable travel 	
	<ul style="list-style-type: none"> ● Have you confirmed the Travel Plan Co-ordinator and included relevant contact details? 	
	<ul style="list-style-type: none"> ● Have you set out the roles and responsibilities of those delivering and reporting on the Travel Plan? <ul style="list-style-type: none"> ● If not yet known have you confirmed that contact details will be provided when known and prior to occupation to travelplans@bristol.gov.uk 	

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5	Travel Plan fees	<ul style="list-style-type: none"> Have you established which option of either the Implementation Fee or the Management and Audit Fee is due? 	
		<ul style="list-style-type: none"> For residential development have you considered the option for Bristol City Council to implement the Travel Plan on your behalf, and have you confirmed which option you wish to use to Bristol City Council? 	
		<ul style="list-style-type: none"> If a mixed use site, have you agreed the Management and Audit Fee due as the sum of the individual elements? 	
6	How is the Travel Plan secured?	<ul style="list-style-type: none"> Have you agreed how the Travel Plan will be secured? 	
		<ul style="list-style-type: none"> Do you understand you will need to agree the relevant terms of the Section 106 Agreement/ Unilateral Undertaking or planning condition? 	
7	Measures and Initiatives	<ul style="list-style-type: none"> Are the measures linked back to the specified outcomes? 	
		<ul style="list-style-type: none"> Do the measures included in the Travel Plan address site-specific transport needs or particular problems? 	
		<ul style="list-style-type: none"> Are sufficient measures planned to improve accessibility and offer viable travel choices? 	
		<ul style="list-style-type: none"> Is there a combination of both hard (physical infrastructure and site design) and soft (awareness raising, marketing, promotion and information) measures? 	
		<ul style="list-style-type: none"> Have you included all the measures shown in bold under each heading in section 7 and, if not, given an explanation or alternative? 	
		<ul style="list-style-type: none"> In particular, have you included Personalised Travel Planning and marketing and promotional measures such as Travel Information Packs? 	
		<ul style="list-style-type: none"> Have you considered utilising the services offered by TravelWest to deliver implementation of specific measures, as listed in section 7.3? 	
		<p><i>(only if developer is implementing)</i></p> <ul style="list-style-type: none"> Are these measures included in a costed Action Plan with an overall budget and a timetable for implementation. Have you identified who is responsible for delivery? 	
8	Targets, Monitoring and Review (only if developer implementing)	<ul style="list-style-type: none"> Have you established a series of SMART targets that will demonstrate that implementation of the measures will deliver the intended outcomes? 	
		<ul style="list-style-type: none"> Have you included the baseline and predicted development trip generation, or other data, and does this align with the information and periods set out in the Transport Assessment? 	
		<ul style="list-style-type: none"> Have you set out how the Travel Plan will be monitored over the required 5-year period? 	
		<ul style="list-style-type: none"> Does the scope of monitoring work enable you to report against the targets set? 	

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		<ul style="list-style-type: none"> • Does this include a consideration of the following? <ul style="list-style-type: none"> ○ Frequency of monitoring ○ Description of how surveys will be undertaken ○ Duration of surveys ○ Define who will be responsible for the survey work ○ Use of traffic counters ○ Resident/employee surveys and the survey return rate 	
		<ul style="list-style-type: none"> • Have you included the date of the first monitoring report, based on the estimated date of occupation? 	
		<ul style="list-style-type: none"> • Have you described how the monitoring output will be reported to the Council? 	
		<ul style="list-style-type: none"> • Have you considered use of the TravelWest Travel to Work survey? 	
		<ul style="list-style-type: none"> • Have you described how remedial actions will be developed and agreed with the Council if targets have not been achieved? 	
9	Enforcement	<ul style="list-style-type: none"> • Do you understand how the Council may seek enforcement should the Travel Plan not be satisfactorily delivered or the targets not be met? 	
		<ul style="list-style-type: none"> • Do you understand that the Council may require financial safeguarding in order to address any shortcomings in delivery, as described in para. 6.3? 	