

# Transport Assessments and Travel Plans

## Planning Guidance Note

### Introduction

This Guidance Note explains how Policy TRANS 1 Development and Transport of the East Dunbartonshire Local Plan 2 will be applied. It is a new Guidance Note, effectively updating Policy TRANS 1B Transport Assessments and Travel Plans of the adopted East Dunbartonshire Local Plan.

The document is designed to provide outline supplemental guidance on the requirements for the submission of Transportation Assessments, Statements and Travel Plans. This helps explain the Council's development planning policies and assists developers in considering the potential impacts of their proposals on the transport network. It should also be used as a guide for developers in reducing any such impact.

### Definitions

- A **Transportation Assessment (TA)** is a document that examines the ability of a development to meet sustainable transport requirements. It is also an examination of the ability of the transportation network, both internal and external of the development red line boundary, to sustain the transportation impact of the development in an appropriate way.
- A **Transportation Statement (TS)** is less detailed than a full Transportation Assessment. Under some circumstances, it will not be necessary to conduct a full assessment and, as such, some aspects of a full Transportation Assessment will not be required.
- A **Travel Plan (TP)** is a living document designed to maximise access to the development by sustainable travel modes, walking, cycling, and public transport and minimise the use of single occupancy car travel. It achieves this by presenting realistic and cost effective alternatives to single occupancy car travel. The Travel Plan will be modified over the operation phase of a development to take account of changing circumstances or failure to meet targets. Typically, this will be preceded during the application process by a Travel Plan Framework (TPF) which will provide the same information but in a less detailed format. A Travel Plan may include penalties if targets are not met.

### Stages

1. Pre-Application Discussions: Initial determination of the need for a TATS and TP via a Scoping Form.
2. Pre-Application Discussions: Enter into scoping discussions for TATS if necessary.
3. Pre-Application/Application: Prepare, submit and where necessary revise TATS and TPF.
4. Post-Application: Develop and agree initial TP based on TPF.
5. Confirmation of requirements through Planning Conditions (if appropriate) attached to any consent.
6. Post Partial Development Occupation: Continue Development of Travel Plan and undertake monitoring.

## **Format of Guidance**

This guidance constitutes a material consideration in the Council's decision making process as part of the planning process. It is therefore important that developers follow this guidance to avoid delays in the determination of planning applications and to enable the development industry to take full account of these considerations at an early stage. Failure to comply with the guidance may also constitute a reason for refusal of a planning application.

## **Planning Framework**

Planning applications must be determined in accordance with the Development Plan unless material considerations indicate otherwise. The following documents provide the policy context for this guidance, and therefore they provide a material consideration in the determination on any Transport Assessment, Transport Statement, Travel Plan or Travel Plan Framework:

- Scottish Planning Policy (2010)
- Transport Assessments and Implementation: A Guide (2005)
- Planning Advice Note 75 – Planning for Transport (2005)
- Designing Streets (2010)
- East Dunbartonshire Local Transport Strategy 2009 – 2013 (2009)
- East Dunbartonshire Roads Development Guide (current revision)
- Department for Transport Guidance and Strathclyde Partnership for Transport Guidance on Travel Plans (various and changing)

Please note that the above documents will be reviewed on an ongoing basis. Where applicants are in any doubt as to the status of any document, advice should be sought from the Planning Authority.

## **Policy Guidance**

### ***Transportation Assessments and Transportation Statements***

A decision will be taken on the need and scope of any Transport Assessment or Transport Statement through an initial discussion with the Planning Authority facilitated by the Planning case officer. For smaller developments, this will normally only require the submission of a scoping letter/form. For larger developments, however, any decision may require a number of initial meetings and submissions prior to the scope being finalised. The Planning Authority will use the thresholds set out in Table 1, below, to guide their considerations regarding various types of development. It should be noted that the details of the following table are for guidance only and the circumstances of individual development proposals may cause them to be varied.

**Table 1: Level of Assessment Required**

<b>Use</b>	<b>Size</b>	<b>Transport Assessment</b>	<b>Transport Statement</b>	<b>Travel Plan / Information Pack</b>
Retail	1,000m2 GFA or greater	Yes	-	Yes – Travel Plan
	Between 500m2 - 999m2 GFA	Scoping to determine	Yes	Probably – Travel Plan
	Less than 500m2 GFA	Scoping to determine	Scoping to determine	See Scoping – Travel Plan
Business / Office	2,000m2 or greater	Yes	-	Yes – Travel Plan
	Between 1,000m2 – 1,999m2	Scoping to determine	Yes	Probably – Travel Plan
	Less than 999m2	Scoping to determine	Scoping to determine	See Scoping – Travel Plan
Industry	5,000m2 or greater	Yes	-	Yes – Travel Plan
	Between 2,500m2 – 4,999m2	Scoping to determine	Yes	Probably – Travel Plan
	Less than 2,500m2	Scoping to determine	Scoping to determine	See Scoping – Travel Plan
Residential	100 Dwellings or more	Yes	-	Yes – Travel Plan
	10 – 99 Dwellings	Scoping to determine	Yes	Scoping to determine – Travel Plan Yes – Information Pack
	10 Dwellings or less	No	Scoping to determine	Yes – Information Pack
Parking	100 Parking Spaces or more	Yes	-	Yes – Travel Plan
	20 – 99 Parking Spaces	Scoping to determine	Yes	Probably – Travel Plan
	20 Parking Spaces or less	No	Scoping to determine	Scoping to determine–Travel Plan
No. of Vehicle Movements	100 or more vehicle movements at the peak hour	Yes	-	Yes – Travel Plan
	40 or more vehicle movements impacting the A81, A803, A809, A810 or any Town Centre in any hour	Yes	-	Yes – Travel Plan
	10 or more freight movements per day	Yes	-	Servicing Plan

A Transportation Assessment should contain, but not be limited to, the following chapter headings:

**Table 2: Transportation Assessment Requirements**

Chapter	Heading
1	Title Page
2	Document Control
3	Executive Summary
4	Introduction (including details of the proposed development)
5	Existing Conditions (to include assessment of accident record)
6	Policy Summary
7	Sustainable Transport Availability (this should also indicate how useful the sustainable links are to the users of the development)
8	Site Access Assessment
9	Survey Information, Assessment Years and Committed Developments
10	Proposed Development Traffic Generation (including mode share), Distribution and Impact
11	Analysis (to show model calibration, existing network operation with and without the development in the design year and the proposed network with the proposed development in the design year. As part of the model calibration, junction layouts with the on street markings of all considered junctions must be shown. Furthermore, when a threshold assessment is carried out, mitigation shall be required when this shows less than 10 % reserve capacity at signalised junctions or 15% reserve capacity at priority or roundabout junctions on any arm or link. Mitigation may also be required under other circumstances, for example due to unacceptable queuing.
12	Internal Layout, Parking and Servicing (all should be assessed to determine their compliance with the relevant standards and the proposals suitability)
13	Conclusions
14	Appendices (To include Flow Diagrams (to be discussed sequentially in prior chapters), Traffic Surveys, Traffic Survey DVDs, TRICS output if applicable, Traffic Modelling Files both printed and electronic)

### ***Travel Plans and Travel Plan Frameworks***

When a planning application is submitted that is deemed to require a Travel Plan, only a Travel Plan Framework will be required at the submission stage. This should include, but will not be limited to, the following chapter headings:

**Table 3: Travel Plan Framework Requirements**

Chapter	Heading
1	Title Page
2	Document Control
3	Introduction
4	Existing Conditions
5	Policy Summary
6	Sustainable Transport Availability (with maps that can be colour copied)
7	Travel Plan Measures Summary (including the fanatical commitment to be met and the commitment of staff time and a co-ordinator)
8	Promotion of Green Transport Technologies including electric vehicle charging
9	Target mode shift
10	Measurement Summary (with survey questioners example sheets and commitment to allow monitoring by providing a summary of the results to the Planning Service on a regular basis)

The initial Travel Plan will contain the same information but including a higher level of detail.

### ***Decision Making***

The guidance set out above, although not a part of the statutory Development Plan, will be a material consideration in the Council's Development Management decision making process and will therefore carry considerable weight. If, in relation to any proposed development, agreement cannot be reached as a result of deficiencies in the Transport Assessment/Statement on the mitigation necessary or the level of the developer contribution, the Planning Service may request a revised submission to be made. Where a Transport Assessment/Transport Statement fails to adequately mitigate sufficient people, traffic and safety impacts or is unable to demonstrate sustainability in transport terms, this may result in the planning application being recommended for refusal.