

Rotherham local plan

Supplementary Planning Document No. 12 Transport Assessments, Travel Plans and Parking Standards



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Rotherham
Metropolitan
Borough Council



Transport Assessments, Travel Plans and Parking Standards

Introduction	2
Transport Assessments	5
Travel Plans	9
Parking	18
Contact Information	24
Appendix A: Transport Assessments	25
Appendix B: Vehicle Parking Standards	31
Appendix C: Cycle Parking Standards	34
Appendix D: Indicative guidance for planning conditions and obligations	37

Introduction

- 1** The aim of this document is to set out detailed guidance on the way the Council expects parking and travel plan policies in the Development Plan to be applied in particular circumstances or areas. It is also intended to inform the operation of the Development Management process and to provide a guide for developers and land use managers about the general principles applicable to parking and sustainable transport and how these are considered through the planning process.
- 2** The purpose of this document is to provide a methodology for the analysis of transport impacts of development and their mitigation through the prioritisation of sustainable transport. The impacts of transport on climate change are of utmost importance and are a priority for the Council. Application of appropriate parking standards will help to reduce the level of car use in the borough, encourage sustainable transport choices and improve the safety of the highway. The key objectives of the document can be summarised as:
 - To provide guidance on the development of transport assessments for planning applications.
 - To provide advice and guidance on the formulation of travel plans for all types of developments.
 - To provide advice and guidance on the type and level of car/cycle parking required in new developments.
 - To provide guidance on the level and standards of parking provision for disabled drivers.
 - To demonstrate the methodology by which policies and standards are arrived at, particularly considering air quality and carbon emissions.
- 3** The document is part of the Council's overall approach to reducing congestion and pollution whilst providing better, more sustainable access to development and facilities. It has been produced with regard to National Planning Guidance, the Local Plan, the Rotherham Plan and drawing upon best practice elsewhere. It also forms part of Rotherham's response to the climate change crisis. The Council declared a Climate Emergency at its meeting on 30 October 2019. Arising from this the Council has produced a draft policy document "Rotherham Council Responding to the Climate Emergency", setting out the Council's commitment to tackle climate emergency. It sets targets for the Council's carbon emissions to be at net zero by 2030, and for borough-wide carbon emissions to be at net zero by 2040.
- 4** In implementing the policies covered by this document the authority will actively consider a number of strategies, including The Sheffield City Region Transport Strategy and the South Yorkshire Local Transport Plan (the transport strategy for South Yorkshire) and the use of conditions and planning obligations.

Status

- 5** This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

- 6 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 17 August and 14 September 2020. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on 21 June 2021.

Policy Context

National Policy

- 7 National guidance on parking and travel plans is principally set out in the National Planning Policy Framework (2019) which offers guidance but leaves some considerable discretion for authorities to take decisions on what to require of developers based on local considerations
- 8 Further guidance on the use of Transport Assessments/Statements and Travel Plans is summarised in Planning Practice Guidance:
<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>
- 9 This guidance builds on a large body of evidence of the effectiveness of travel plans which has been accumulated over more than 20 years.

Regional Policy

- 10 Regional policy on sustainable transport is expressed in the Sheffield City Region Transport Strategy . The City Region Mayor’s vision is:
By 2040 we will be a City Region with comprehensive, effective and integrated transport connections, which support economic growth and improves quality of life for all.
- 11 The vision is supported by a range of policies; whilst they are strategic policies, they have informed the development of local transport policy and its application in Rotherham. The most important and relevant to this document are:
 - 4. Improve air quality across our City Region to meet legal thresholds, supporting improved health and activity for all, especially in designated AQMAs and CAZs .
 - 5. Lead the way towards a low carbon transport network, including a zero-carbon public transport network.
 - 6. Work in tandem with the planning and development community to create attractive places.
 - 8. Enhance our multi-modal transport system which encourages sustainable travel choices and is embedded in the assessment of transport requirements for new development, particularly for active travel.

Local Policy

- 12** Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website:

<https://www.rotherham.gov.uk/localplan>

- 13** This guidance provides additional detail to, and should be read in conjunction with, the following policies and objectives:

Core Strategy Objective 3	which seeks development in sustainable locations.
Core Strategy Objective 7	which seeks to improve local transport connections.
Policy CS3 Location of New Development	which establishes factors for consideration in new development, including access to public transport routes and the frequency of services.
Policy CS13 Transforming Rotherham Town Centre	which supports proposals which improve and enhance transport infrastructure and public transport connections.
Policy CS14 Accessible Places and Managing Demand for Travel	which sets out how accessibility will be promoted through the proximity of people to employment, leisure, retail, health and public services.
Policy CS15 Key Routes and the Strategic Road Network and Policy SP 28	which sets out how the Key Route and Motorway network will provide efficient access between the main Rotherham Urban Area, Principal Settlements and the regional and national road network.
Development Affecting Key Routes and the Strategic Road Network	
Policy CS32 Infrastructure Delivery and Developer Contributions	which sets out how the Council will support the delivery of infrastructure including transport related infrastructure.
Policy SP 26 Sustainable Transport for Development	which prioritises the need for sustainable transport infrastructure for walking, cycling, public transport or other non-car transport and access.
Policy SP 55 Design Principles	which sets out key design principles including the legibility and permeability of development proposals.
Policy SP 56 Car Parking Layout	which seeks to ensure that the visual impacts of parking are reduced and assist in the efficient operation of the highway network and the safety of pavements for pedestrians.

Transport Assessments

- 14** Transport assessments and statements consider the impact of developments on roads in the surrounding area and explain how these impacts will be dealt with. National Planning Policy Framework (paragraph 111) indicates that all developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment. The Council will make a judgement as to whether a development proposal would generate significant amounts of movement on a case by case basis - the numeric thresholds should be taken as indicative rather than an absolute statement of what will be required. In some instances a Transport Statement may be required even though the application appears to be above the threshold for a Transport Assessment, with the reverse also being true. In any event the scope should be agreed prior to submission of any documents in support of a planning application.
- 15** A Transport Assessment provides information on transport conditions and transport issues before, (and through modelling) during and after a development's completion. A Transport Assessment must demonstrate to the Council's satisfaction that the development will not have a negative impact on safety, cause congestion or lead to illegal or additional parking near the site of the proposed development. It must also show how it is likely to improve, provide and promote travel by public transport, cycling and walking and minimise travel by car. The preparation of a Transport Assessment is likely to require the services of a transport professional with the necessary skills/ knowledge particularly in assessing the traffic generated by the proposed development and the impact of the proposed development on the surrounding roads.
- 16** The assessment of traffic generated by the proposed development should consider all journeys, not just car trips. The Transport Assessment should consider the positive and negative effects of drivers, cyclists, pedestrians and users of public transport on each other and also the impacts of any proposed improvements. New development should promote walking, cycling, buses, trains and other forms of public transport. The Transport Assessment should therefore show how walking and cycling will be encouraged in new developments and how these will reduce journeys by car. Developments should contribute to more direct and safe walking and cycling routes that fit in with the surrounding transport network.
- 17** The following hierarchy of road users was introduced in the first South Yorkshire Local Transport Plan and this will be used to resolve conflicts or competing demands between road users or different types of transport.
 - Pedestrians
 - People with disabilities
 - Cyclists and Public Transport users
 - Commercial vehicles
 - Private cars

The Transport Assessment will be used to determine whether the proposed development:

- Meets current guidance from central government and complies with Rotherham's Local Plan policies.
- Conflicts with any existing development proposals with planning permission.
- Will be safe and acceptable.
- Promotes walking, cycling and public transport.
- Has an acceptable transport impact.
- Complies with the parking standards currently imposed on new development by the council, including disabled and cycle parking.
- Complies with national and local design standards for vehicular and pedestrian access.
- Will require mitigation measures to reduce the traffic impact to an acceptable level.

18 Any planning application the Council considers might have a significant impact on traffic congestion, transportation, or parking will need to be accompanied by a Transport Assessment. The Council may require a Transport Assessment for lesser developments rather than a Transport Statement. The tables of thresholds are reproduced as Appendix A.

19 The Transport Assessment must contain all the relevant information which is relied upon in carrying out the assessment. It would not be acceptable for instance to quote a TRICS[®](¹) trip rate without appending the relevant data set from which it had been derived. To make the assessment as understandable as possible for members of the public [accessing it through the planning portal], the use of jargon and assumption of specialist knowledge should be avoided. Terms with a specific meaning in the context of transport assessments should be referenced in a glossary.

20 The following lists show the information that should be presented in the transport assessment:

Description of the proposal

- Location plan(s) at an appropriate scale.
- Schedule of proposed use classes on the site with the area in m² for each.

Details of existing uses

- Table of existing uses or consented uses on the site
- Details of existing site access, parking etc.
- Description of the local highway network with details of key junctions.
- Details of public transport serving the site
- Cycle/pedestrian routes and facilities
- Parking availability, both on and off street in the locality
- Baseline data; traffic counts, public transport capacity etc.

1 Trip Rate Information Computer System (TRICS) is a UK database of trip rates for developments used to quantify the trip generation of new developments. <http://www.trics.org/>

- Details of committed developments in the area (as agreed with the Local Planning Authority(ies)) along with the agreed transport impacts.
- Traffic generation and impact on the surrounding highway network
- Full details of all sites used for comparison and derivation of trip rates, preferably using the TRICS© database.
- Details of mode share assumptions used along with justification
- Detail and justification for service vehicle trip assumptions
- Clearly presented diagrams showing turning movements etc. for generated trips.
- Assumptions and justification regarding primary, pass-by, linked and transferred trips associated with the development.
- The extent of the highway network affected by the traffic generated by the development.
- Validated models of the existing and proposed traffic should be clearly presented for peak periods. These may be for single junctions or the whole area. They must include details of traffic flows, queue lengths, ratios of flow to capacity, reserve capacity and impacts on public transport as appropriate.

Design, access and servicing

- Details of proposed access and circulation arrangements for vehicles, cyclists and pedestrians including servicing, refuse collection and emergency vehicles
- Accompanying plans at an appropriate scale showing site layout, access, visibility splays, sight lines and swept paths to demonstrate the adequacy of service areas and access arrangements.
- Details of the amount and location of disabled parking.

Walking, cycling and public transport

- Details of proposals to improve or encourage access by walking, cycling and public transport. This may contain details of proposed offsite works where these are deemed necessary

Parking provision

- Details of proposed parking for cars, bicycles and people with disabilities. Other forms of parking provision such as for motorcycles, car sharers and parent and child spaces should also be detailed here.
- Suitably scaled plans showing the layout of all parking areas
- A rationale for the level of parking proposed with reference to the council's parking standards. It may be necessary to include a parking accumulation study to demonstrate the adequacy of the parking provision.

Road safety considerations

- Analysis of accidents in the surrounding area (study area to be agreed with the Highways Authorities).

- Road safety audit
- Proposals to address the identified safety issues and improve security for all modes of travel

Travel Plan

- A full explanation of the Council's requirements for a Travel Plan is given later in this document. The plan must be closely integrated with the data presented in the Transport Assessment.
- Modal split figures relied upon by the Transport Assessment to demonstrate the acceptability of the development must be used in the formulation of the travel plan as a baseline.

Mitigation proposals

- Details of the impacts of the development on traffic congestion and related problems such as air pollution, noise and community severance.
- Detailed proposals for measures to mitigate these negative effects.

Construction management plan

- Where the proposed development is likely to have a demonstrable effect on the local and/or strategic highway network during the construction phase, a construction management plan will need to be submitted with the Transport Assessment.
- The plan will need to contain information on the number of construction vehicle trips, hours of operation and suitable means of mitigation of negative impacts.

- 21** Depending on the scale and type of development, the Council's Highways Development Control Team may require additional information. In most cases it is advisable to arrange a scoping meeting with the Transportation & Highway Design Unit to determine the issues that need to be addressed.
- 22** Development proposals that are likely to have a demonstrable traffic impact on the Motorway network should be discussed with Highways England as part of pre-application discussions.
- 23** Further information on the preparation of a Transport Assessment can be found in Appendix A of this document.

Travel Plans

- 24** This guidance sets out the Council's requirements for Travel Plans and identifies when they are required in support of a planning application. Parts of this guidance may also be used by organisations taking up Travel Plans on a voluntary basis. Travel Plans are one of the key elements to achieving improved accessibility for all in the community and helping to meet sustainability and social inclusion objectives. Travel Plans must be site specific i.e. tailored the local circumstances and needs of the development and its vicinity.
- 25** This guidance sets out:
- The circumstances in which a planning application for a development is likely to require the submission of a Travel Plan.
 - The most appropriate type of Travel Plan.
 - The content of that Travel Plan as required by the Council.
 - How the Travel Plan shall be monitored and reviewed.
 - Advice on how the Travel Plan should be secured.
- 26** It contains practical advice on how to prepare and submit a Travel Plan in order to minimise the risk of delays in the planning process.

A Travel Plan is a package of measures to manage access to a development or institution to reduce the impacts of vehicular transport on local roads and the environment and promotes sustainable modes of travel to and from the site.

- An effective Travel Plan will include measures to increase travel choice and reduce dependency on the car (for example offering discounted bus tickets or implementing a car share scheme) and measures to discourage unnecessary car use (for example through site design).
- Travel Plans primarily address the issue of commuter journeys, but may also be used to manage access to visitor destinations, schools and other institutions (particularly hospitals) and residential development. In addition consideration should be given to other travel to and from the site, such as deliveries of raw materials and despatch of finished products. The plan should also consider business travel by staff using their own or works vehicles.
- A Travel Plan is an ongoing process that does not end with the production of a "document". The plan should be monitored and altered over time to match the changing circumstances of the site and achieve the targets which are set; this flexibility needs to be built into the process from the beginning.

27 Travel Plans can bring a range of benefits and address a range of issues, which include:

- Reducing the need to travel.
- Reducing congestion and peak time conflicts.
- Cutting emissions harmful to local air quality and health
- Reducing the carbon footprint of a business/development.
- Cutting the costs of providing and maintaining car parking.
- Releasing car park space for expansion.
- Addressing car park shortages and local congestion on the site.
- Improving access to the site and travel choice.
- Tackling social exclusion through improved access to employment and services
- Increasing demand for improved public transport

28 Workplace Travel Plans offer additional benefits by cutting the costs of business travel, fleet operation and logistics and improving staff retention. The enhanced understanding of local transport networks helps to focus recruitment campaigns and reduce ineffective advertising. The benefits of a Travel Plan help companies to become better corporate neighbours.

29 School and residential Travel Plans offer further benefits such as increasing safety and creating healthier environments for vulnerable people. Residential travel plans also support mixed development, housing, and social inclusion objectives through improvement of accessibility to and from new development by means other than the private car.

30 Travel Plans, together with transport assessments, provide a mechanism for assessing and managing access to sites. Travel Plans are a key requirement (on a par with highways improvements) for any development likely to result in traffic impacts.

31 A Travel Plan should be developed alongside the Transport Assessment to address the transport impact of the development. Unacceptable development should never be permitted because of the existence of a Travel Plan; however it may help provide evidence of measures which help mitigate the impact of proposed development. Paragraph 54 of NPPF states that: *"Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations"*.

32 Where a Travel Plan is being used as a mechanism to mitigate an impact, the measures should be tailored to providing a solution (for example mitigating impacts at the strategic road network should involve measures associated with the journeys being made via the strategic road network).

When is a Travel Plan required?

33 Some developments possess characteristics that indicate a Travel Plan is required. It is essential that applicants consult with the Council (and Highways England, where a material impact at the Strategic Road Network is identified) at an early stage, before submission of a detailed (or outline) planning application, to determine whether a travel plan is required and what type/content may be appropriate. This consultation is important as it may influence the design of any final scheme and because a joint approach [between the applicant and the Council] has been found to help achieve the delivery of effective travel plan measures. Travel Plans should

be submitted with planning applications which are likely to have significant transport implications (see Appendix A for thresholds):

- **All major developments** comprising jobs, shopping, residential, leisure, education and services, using the criteria that relate to their impact rather than their precise threshold size. The Council will consider the likely cumulative impact of a development where other nearby sites are likely to be developed.
- **Smaller developments** comprising jobs, shopping, residential, leisure, education and services which would generate significant amounts of travel in, or near to, air quality management areas, and in other locations where there are local initiatives or targets set out in the Rotherham Local Plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling.
- **Where a Travel Plan would help address a particular local traffic problem** associated with a planning application, which might otherwise have to be refused on local traffic grounds.
- **All new and expanded school facilities** should be accompanied by a school travel plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site changing and cycle storage facilities. In those cases where a school travel plan has been produced in the past (most schools in Rotherham), a review of targets and facilities submitted alongside the plan may suffice, though this should be discussed with council officers first.

34 **Where an extension is proposed for an existing use**, there will normally be a requirement (through a planning condition or S106 agreement) to produce and operate a Travel Plan where:

- The development is above the threshold for a Travel Plan but no existing Travel Plan condition or S106 agreement exists on the site.
- The existing development is below the threshold, but the proposed extension would take it above that threshold.
- There are other reasons why a Travel Plan may be deemed necessary; although the extension would not push the size of the development over the threshold (e.g. the site is in or adjacent to an air quality management area.)
- Any proposal to increase the amount of car parking on a site is made. [This should not be construed as indicating that a travel plan would entitle the applicant to expand car parking.]

35 Any application for planning permission that is in close physical proximity to the Strategic Road Network, or likely to have a material impact on the network due to traffic generation will have to satisfy Highways England that its impacts can be managed/mitigated to an appropriate degree. Where a Travel Plan is agreed the targets and monitoring therein will be agreed jointly between Highways England and the Council.

36 Travel Plan requirements should be clarified during the pre-application discussions, and the Travel Plan submitted with the planning application. This will facilitate timely determination of the application within current required time periods. The pre-application discussions should ensure that the travel plan addresses all of the relevant issues and policies. There will be a number of additional requirements according to the type of development:

- **Multi occupancy of one site:** several small developments on one site (or speculative developments of small units for unknown end-users) may not individually require a travel plan based on their individual Gross Floor Area (GFA). However, the cumulative transport impacts may justify a “framework” or “umbrella” Travel Plan for the entire site. This should be administered by the agent of the developer / site manager. Additional ‘subsidiary’ Travel Plans may be required in respect of sub-areas, depending on circumstances.
- **Speculative developments:** A Travel Plan should be specifically tailored to the needs of the site for which it is written and the travel characteristics of the occupiers/employees. In the case of speculative developments, a full Travel Plan may not be possible prior to commencement of development, as information available regarding the end user and their travel patterns is limited. The Travel Plan should include as much detail as possible at the earliest stage. The Transport Assessment may allow the setting of targets in conjunction with maximum parking standards. Site layout and design can anticipate travel needs and some measures can be implemented prior to occupation. It is important to reduce any delay in implementing the Travel Plan after occupation in order to reduce the opportunity for less sustainable travel habits to develop.

Where the full Travel Plan must be phased, an ‘interim’ or ‘framework Travel Plan’ should be submitted with the planning application, with a requirement that a ‘final (full) Travel Plan’ will be submitted either before occupation commences, or at a specified time subject to detailed schedules in respect of key elements.

The ‘framework’ Travel Plan should specify which measures will be implemented before development and occupation (for example, improvements to the pedestrian network and cycle parking facilities), and a firm commitment and timetable for production and implementation of the final approved Travel Plan. It is important that travel plan measures are in place from the day of first occupation as far as possible so that the intended travel patterns are encouraged from the start.

The developer will be responsible for passing the requirement for a Travel Plan on to occupiers of the site (whether the occupier rents, leases or buys all or part of the development) through a clause in the rental/lease/purchase agreement, with handover and management arrangements agreed as part of the Travel Plan. The responsibility for final implementation of a Travel Plan would then pass to the occupier. Where the travel plan is a condition of planning permission this automatically passes to the new occupier, responsibility for making this clear rests with the developer.

- **End occupier(s) known, new development:** The occupier should produce a full Travel Plan for submission with the planning application. This is because a decision usually cannot be made on the planning application until the local planning authority is satisfied with the provisions made within the Travel Plan. It should subsequently be implemented upon occupation.
- **Existing occupier extending on site / constructing new premises in borough:** The organisation requiring the development should ideally have an established travel plan, or develop one prior to submitting the planning application. It should subsequently be

implemented upon occupation of the new site / extension. It is essential for applicants to discuss travel plan requirements with the Council well in advance.

- **Residential:** Travel Plans for residential developments differ from workplace and other institutional Travel Plans in that they deal with a more varied pattern of journeys from the place of origin. They also generally require that an ongoing Travel Plan management organisation and structure needs to be put in place, as there is often no single company or institution to continue or coordinate Travel Plan implementation. The type and content of residential Travel Plan that is required and deliverable will be dependent on the type, location and scale of the residential development and whether it is part of a mixed use development. Residential Travel Plans can vary from a package of measures (including site layout and design measures) up to a formal and comprehensive Travel Plan or framework Travel Plan where there are subsidiary plans for different uses. Generally residential Travel Plans would be secured through the planning process with a Section 106 Planning Agreement likely to include provisions that facilitate the securing of maintenance payments and contributions to relevant but larger Travel Plan schemes or Travel Plan funds.

Producing a Travel Plan

37 When producing a Travel Plan there are several factors that must be taken into account. All Travel Plans should address national, regional and local policies, the Local Transport Plan and the Transport Assessment for the site (if applicable). The production of Travel Plans will ideally take a partnership approach; the applicant, Council, the Council's Travel Plan Officer and public transport providers will form the core of such a partnership but other parties may also participate in its development. There are some differences in approach depending on the end user of the Travel Plan.

38 For workplaces there is a recognised procedure for producing and implementing a Travel Plan, starting with the transport assessment (if required), an assessment of current travel patterns of all users, current transport provision, and identification of measures. This can be summarised as follows:

- A site audit is a means of gathering data about transport provision for each mode to the site. It should look at pedestrian access (is the pedestrian network well-lit, clear of overgrown bushes, etc.), cyclist access and parking, public transport provision (services, frequencies and the quality of the waiting environment), and car park provision (number of spaces for disabled, visitors, car sharers, employees, etc.).
- A survey of users of the site (usually employees but should include visitors, deliveries, etc.) to be undertaken to ascertain where people are travelling from and how. The Council also expects the organisation to fill in an organisational survey to establish the range of facilities and policies relevant to travel to the site.
- The information gathered can then be used to decide which measures should be included in the Travel Plan, which should then be submitted in draft form to the Council Travel Plan Officer for comment.

- The Travel Plan should be submitted with the planning application and will be approved as part of the determination of the application.
- A Travel Plan is an evolving process, rather than a one off document. Consequently, it should be monitored on an annual basis, and evaluated regularly to assess its effectiveness.

39 For residential developments the Travel Plan will take a slightly different form. Guidance on travel plans in new residential development was published in 2005 (“Making Residential Travel Plans Work: Good Practice Guidelines for New Development”⁽²⁾) and builds on earlier Travel Plan guidance. The structure of the Travel Plan should be similar to that for workplaces but the guidance provides a framework for addressing the issues that are particular to residential Travel Plans. The stages undertaken in developing a residential Travel Plan are similar to those conducted whilst producing a workplace Travel Plan. However, there are some differences:

- The location of the development in relation to facilities and services, the site layout and design, and uses provided within the development will be particularly crucial to the success of a residential Travel Plan and must be considered early in the process.
- A wide range of data on the likely needs and travel patterns of the occupiers of the development will be needed in order to prepare the Travel Plan; this will necessitate the use of accessibility audits and other baseline data (e.g. Census or travel to work surveys). Future travel patterns may also be predicted using analogous information about similar nearby developments.
- Targets need to demonstrate positive change over what would be seen if there was no Travel Plan, generally based on the Transport Assessment process.
- Mechanisms to encourage sustainable travel patterns and to ensure the long term delivery of the travel plan need to be built into the Travel Plan from the beginning.
- The draft Travel Plan is likely to have a wide range of measures and possibly more ‘contingency’ arrangements in order to allow for future flexibility as occupiers change. It is particularly useful to analyse the likely demographic of residents with respect to patterns of car ownership and use.

40 Submission, monitoring and review should follow the same format as for other travel plans.

41 All Travel Plans will comprise a ‘package’ of measures and actions. Use of this guidance in the preparation of the plan in conjunction with Government guidance published online will result in a Travel Plan that is ‘fit for purpose’. The following general points should be noted: Plans should identify clearly which organisations are responsible for all elements of the plan, where the financing will come from, and how targets have been developed.

- Plans should set realistic but stretching targets, which reflect Local Plan and Local Transport Plan policies and the likely make-up of new occupiers/inhabitants. The Transport Assessment for the site may have used the travel plan to assess predicted trip rates, this should be reflected in the targets. Targets should take account of previous experience of people adopting sustainable transport choices (e.g. in response to travel plans or personalised journey planning).
- Plans should only include measures which developers and partners in the process are capable of delivering and which are likely to have a positive impact on transport behaviour.

2 <https://webarchive.nationalarchives.gov.uk/+/http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/mrtpw.pdf>

Lists of measures that lack the means of implementation and a clear plan of action will not be acceptable.

- Plans need clear commitment from the developer for the period of their implementation. This can be demonstrated, for example, by the appointment of a travel coordinator and the setting aside of funding to take the plan forward.
- The commitments established in the Plan need to be enforceable by local authorities under the terms of any planning condition or accompanying S106 agreement. This demands precision and clarity in the way measures are set out in the travel plan.
- Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility for the plan from developer to occupiers, residents or other organisations and continuing sources of funding for the plan. This is important as evidence shows that due to staff/resident turnover once targets have been achieved it is still necessary to operate measures to maintain, or improve on the status quo.

- 42** 'Framework' Travel Plans for speculative developments may not need to go into as much detail. However, they should include the background, draft objectives and targets and measures to be put in place during the construction of the development, as well as an undertaking to produce a final Travel Plan at an agreed time. In addition the framework plan should show how responsibility for production of the plan is going to be passed on to the occupiers of the site. It may be that some form of bond secured by a legal agreement might be the best way of approaching this problem.
- 43** The setting of targets is essential. These need to be linked to the objectives of the plan and reflect policies and the transport assessment. There are two types of target; modal share (for example, reduce the number of people driving to work alone by 10% of the modal share by a future date) and milestones (for example, provide cycle parking for 20 bicycles by end of year 1). Targets should be approved by the Council and link into the Transport Assessment. It should be noted that the Transport Assessment will not be deemed acceptable if it uses trip rates that are unlikely to be achieved under the Travel Plan and measures proposed therein.
- 44** Where measures include external bodies such as public transport operators, they should be consulted as early in the process as possible, to ensure that they are able to provide the measures that are required and to the best possible standard.

Implementing, Monitoring and Reviewing Travel Plans

- 45** The occupier must supply to the Council the name of the appointed person/s responsible for the implementation of the Travel Plan. The Council must also be informed immediately if this contact changes. The Travel Plan Co-ordinator is an essential point of contact for employees. They must be of sufficient seniority to implement the action plan included in the travel plan. The post does not necessarily need to be a new one – smaller organisations may be able to extend the job profile of an existing employee. However, larger organisations (those with more than 500 employees) may need to consider a dedicated post. The Travel Plan Co-ordinator will be responsible for managing, delivering and promoting the travel plan, liaising with the Council, and providing monitoring information as agreed.

- 46** Issues around management of residential Travel Plans once the developer's representative is no longer on site must be agreed with the Council at an early stage. A number of management structures may be incorporated such as steering groups, management companies and community trusts.
- 47** Monitoring is critical in determining the success of all Travel Plans, especially where specific targets have been agreed and to help identify necessary adjustments. Monitoring of the Travel Plan will be required to be carried out on a regular basis for an agreed period after approval of the Travel Plan.
- 48** In straightforward cases, it will be possible to secure a Travel Plan by use of a planning condition, the wording of which will follow a form similar to that below (where the Travel Plan relates to the mitigation of impact at the Strategic Road Network, Highways England will need to be a named party within any planning condition):
- "Prior to the development first being occupied, a Travel Plan shall be submitted to and approved in writing by the Local Planning Authority. The plan shall include clear and unambiguous objectives, modal split targets together with a time bound programme of implementation, monitoring and regular review and improvement. The Local Planning Authority shall be informed of and give prior approval in writing to any subsequent improvements or modifications to the Travel Plan following submission of progress performance reports as time tabled in the programme of implementation."*
- 49** Measures for implementation before the site is occupied (for example the provision of cycle parking) may also be secured in such a way.
- 50** Where a planning condition is used, it will comply with the policy guidance in:
- <https://www.gov.uk/guidance/use-of-planning-conditions>
- 51** In more complex cases a Travel Plan may be embodied in a Section 106 Agreement of the Town and Country Planning Act 1990. This illustrates the applicant's commitment to achieving the provisions and targets set out within the travel plan, and will give the Council greater confidence in what has been agreed. Furthermore, planning obligations offer greater flexibility and allow more complex arrangements that allow money to be paid to the Council and reciprocal arrangements.
- 52** The Section 106 Agreement needs to state precisely the requirements of the Travel Plan; clear monitoring arrangements; and explicit actions identified in the case of default or failure to reach targets. Care in drafting is needed to ensure that the Agreement is enforceable. For example:
- "Development shall not be commenced until a Travel Plan has been submitted to and approved in writing by the Council."*
- 53** Where a planning obligation is used to secure a Travel Plan, it will comply with the law as expressed in the Town and Country Planning Act 1990. In order to promote sustainable transport a sum of £500 per dwelling (to be reviewed at regular intervals) is proposed to fund a range of measures which might include, but not be limited to:

- Provision of a subsidised public transport ticket
- A discount voucher for a pedal cycle
- Cycle hire scheme
- Regular Dr Bike visits to the site or convenient nearby location
- Individual or family cycle training
- Provision of an enhanced bus service (larger developments)
- Membership of a car club (where available)
- Provision of a car share group
- Mechanisms to deliver real time public transport information
- Personal journey planning
- Improvements to infrastructure which, when provided, will improve pedestrian accessibility, in particular to services and facilities

54 Examples of wording for Section 106 Obligations can be found in Appendix D. Regardless of the article used to secure the Travel Plan, the monitoring and review process needs to be clearly defined.

55 Enforcement may be required where:

- Non-compliance with a Section 106 requirement or condition occurs e.g. to implement a Travel Plan or a particular measure.
- Travel Plan measures have not met the agreed outcomes or targets and some remedy is necessary.
- Some aspect of the travel plan has not operated as intended and needs to be reviewed and revised.

56 Sanctions may be applied to the extent permitted by law in the event of non-compliance with either a S106 agreement or a planning condition, however the Council would view this as a last resort only to be used in the event of a failure to achieve a negotiated resolution.

Parking

57 Paragraph 105 of NPPF states:

"If setting local parking standards for residential and non-residential development, policies should take into account: a) the accessibility of the development; b) the type, mix and use of development; c) the availability of and opportunities for public transport; d) local car ownership levels; and e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles."

The Council's parking standards are set out in Appendix B Vehicle Parking Standards, and Appendix C Cycle Parking Standards. In town, district and local centre locations, car parking requirements for individual developments will be judged against the overall level of publicly available car parking in the locality. The Council will also secure the provision of electric vehicle charging infrastructure in new developments in order to assist in mitigating and adapting to climate change.

58 It is evident that car parking is intimately related to both Transport Assessments and Travel Plans. Over-provision of car parking is likely to undermine attempts to promote sustainable travel; where this [sustainable travel] has been relied upon for the prediction of development traffic in the Transport Assessment it could have serious consequences for the local highway network.

Residential parking provision

59 The positioning of parking provision is probably as important as the quantity. The issue of parking design in relation to residential developments is addressed in the South Yorkshire Residential Design Guide⁽³⁾ which has been agreed by all the South Yorkshire local authorities.

60 Residential parking standards have been the subject of considerable debate and research. There have been arguments for a reduction in parking provision where development is close to a public transport hub. However, research conducted in the West Midlands showed no relationship between car ownership levels and proximity to a major public transport facility or town centre for a given size of dwelling. On the basis of this evidence, applications for low or no parking provision will be subject to a greater level of scrutiny and require a high level of justification.

61 To be acceptable the development would have to be:

- Highly accessible by public transport
- Have good access to local facilities by walking and cycling (e.g. schools, shops, health facilities, workplaces and leisure opportunities)
- Within a controlled parking zone
- Provide access to car club cars (or other such measures)

3 <https://www.rotherham.gov.uk/planning-development/planning-guidance/1>

62 The table below outlines the process of calculating the amount of parking that must be provided in a residential development.

Order	Operation	Comment
1	Calculate the minimum parking requirement	Refer to Council standards
2	Adjust according to local circumstances	Look at location factors
3	Adjust to take account of garages provided	Justify figure based on likely use*
4	Calculate unallocated parking requirement	
5	Calculate disabled parking provision	Must conform with standards
6	Calculate cycle parking provision	Refer to Council standards
7	Calculate operational parking requirements	Include provision for visitor parking
8	Agree provision with Highways Development Control	It is important that an agreed figure is used as input to the Transport Assessment / Travel Plan
* Research in the West Midlands indicate only 40% of people with access to a garage use it for parking		

63 With respect to residential developments the Council expects developers to conform to the minimum vehicle parking standards defined in Appendix B. Several other conditions apply specifically to residential development:

- The minimum length of a parking bay between the highway boundary and a garage door to be 5.5 metres, with the preferred length being 6 metres..
- Visitor parking on shared surface streets within new housing estates will be required in addition to curtilage parking at the ratio of 1 space per 4 dwellings.
- Where the size of the development warrants a large number of visitor parking bays, accessible parking bays will be provided following agreement with Highways Development Control.

64 Whilst the provision of car parking is unlikely to promote sustainable modes of transport, the likelihood of on street/pavement parking is greatly reduced, leading to a better environment for walking and cycling.

65 In town centre and local shopping centre locations, car parking requirements for individual developments will be judged against the level of overall publicly available car parking space in the locality.

66 Rotherham town centre has a number of public car parks, both long and short stay and as such it may not be necessary to provide additional parking as part of the development. In the other town and suburban centres in the borough, the parking supply is variable and consideration will be given to local conditions when parking requirements are agreed for developments. Where

development is proposed in town or local shopping centre locations sustainable access will be a consideration in the process of agreeing car park provision.

Non-residential parking provision

- 67** Vehicle parking standards for land use classes other than residential are also laid out in Appendix B. It should be noted that these are maximum standards which represent the highest level of parking provision that will be allowed for each use class. Since the Council wishes to encourage sustainable development these levels of parking provision should not be seen as obligatory, however a low level of parking provision that may lead to off-site parking will be challenged and the proposals cross-referenced against the data provided in the transport assessment, as well as the assumptions made in the Travel Plan.
- 68** The required level of parking provision for people with impaired mobility is set out in the council's parking standards. Parking bays for disabled people should be located at the closest suitable point to an accessible entrance to the facility. In any instance the bays should be no more than 50 metres from an accessible entrance (which is considered the maximum distance for people with walking difficulties). As above, where parking facilities are not possible on site, consideration should be given to providing an entrance that is accessible from within 50 metres of a blue badge bay off site. Alternatively a drop off point should be considered where it is on level ground and close to an accessible entrance. In multi-storey car parks the parking provision for disabled people should be on the same level as the pedestrian access point to the facility, or where this is not possible a lift should be provided nearby that is suitable for wheelchair users.
- 69** Steep gradients often present challenges for designing access arrangements, and this is particularly so in parts of Rotherham. As far as possible the route from the bay to the entrance should be level. Where this is not possible a ramp should be installed to enable the lowest practical gradient. British Standard BS8300⁽⁴⁾ provides details on the limits to the length, height and gradient of different options for ramps. Dropped kerbs with tactile paving should be provided at any crossing points on the way to the entrance to the facility. Where footways are level with the carriageway there should also be tactile paving provided to demarcate them.
- 70** Signs should be provided to direct drivers to the designated bays. Where the route to the entrance is not immediately obvious signing should also be provided accordingly.
- 71** It is essential that parking bays are of an appropriate size to enable people to operate wheelchair lifts or other equipment from the side or the rear of the vehicle. The required dimensions are provided in BS8300. Bays should be marked clearly with a wheelchair symbol and if the car park is not under cover a raised sign should be placed at the head of the bay as surface markings may be obscured by snow fall or leaf litter.

4 BS8300 - a British Standard that sets out how buildings should be designed, constructed and maintained to create an accessible and inclusive environment for disabled people. It is in two parts: Part 1: External environment – code of practice and Part 2: Buildings – code of practice.

Cycle parking provision

- 72** Parking for cycles should be provided in line with the Council standards at Appendix C. Developers will be expected to demonstrate that excellent cycle parking facilities are to be provided. In designing cycle parking the following should be considered:
- Is it overseen and close to a building's entrance? Being visible to passers-by increases the level of security of the parking.
 - Is the parking provision distributed correctly? Although a centralised location may be suitable for some sites, distributed parking may be more appropriate for large sites with several entrances.
 - Is the parking easy to locate? Clear signage, both directional to the site and on the site of the parking itself, will enable the cycle parking to be found easily.
 - Does the site feel secure to use? Good levels of lighting will encourage use at different times of day and closed circuit television (CCTV) cameras maybe appropriate in some locations, especially when parking is in long term use.
 - The type of parking provision should be appropriate to its function. Ideally short stay provision should be in the form of Sheffield stands covered by some form of canopy. Long stay provision may take the form of secure lockers or a secure covered cage. In all cases parking that only allows part of the bike to be secured should be avoided
 - Cycle parking should be incorporated into the design from the start, rather than added on as an afterthought.
- 73** The current cycle parking standards will be applied to all new developments, however some discretion will be applied to avoid over or under supply where the nature of the development warrants it.

Powered two-wheeler parking provision

- 74** Powered two-wheeler (motorcycle and scooter) parking should be provided in all developments to encourage the use of smaller vehicles which reduce congestion on the roads. Many powered two-wheelers also produce lower levels of harmful exhaust emissions than cars.
- 75** The type and location of parking for powered two-wheelers has not been the subject of Council guidance in the past, however this document provides advice to developers on what the Council considers to be best practice.
- 76** Motorcyclists enjoy the accessibility that their motorcycles can provide. The size and manoeuvrability of a motorcycle often allows the rider to park closer to their final destination than would otherwise have been possible with a private car. This is an important factor that needs to be taken into account when planning motorcycle parking. Well-designed motorcycle parking bays located away from riders' typical destinations will not be used if a rider can find somewhere else to park that provides better accessibility.
- 77** Given that motorcycles are prone to theft, riders are more confident parking in locations that are overlooked, e.g. at the front of buildings next to a busy entrance. The greater the number of motorcycles parked, the greater the turnover of spaces and riders returning to their motorcycle providing casual surveillance for other riders.

- 78** Motorcycles, scooters and mopeds can vary considerably in size. The larger the motorcycle, the larger the footprint and demand for parking space. An individual parking bay, large enough to accommodate even the largest motorcycles should ideally measure 2.8 x 1.3 metres. These dimensions should be used when individual parking bays are being marked out within a site.
- 79** Where demand for motorcycle parking is high, it is recommended that the site is marked out, but individual bays are not. This allows space to be used more efficiently, each motorcycle, whatever its size, occupies a space no more than is absolutely necessary. Ideally, motorcycle parks should have dedicated closed circuit television. Similarly, motorcycle parks should have dedicated security lighting. This can help reduce theft and provide the rider with greater personal security. Where this is not feasible, motorcycle parks should be located in well-lit areas. Motorcycle parks are also generally more secure in locations where people frequently pass by providing casual surveillance. Wherever possible, motorcycle parking bays should also be covered.
- 80** The risk of theft can most effectively be reduced through the provision of anchor points. Anchor points provide the rider with something robust for them to chain their motorcycle to. Anchor points can be either upright or at ground level. A ground level anchor point is positioned either below, or level with, the hard-standing surface often concealed by a hinged steel plate. The plate is raised by the user, allowing the loop to be lifted up and the rider's own lock to be passed through. When deciding the design of a ground level anchor point, consideration should be given to whether they may present a tripping hazard especially if damaged or left upright by a rider. Ground level anchor points are more complicated in their design - as a result they are more prone to failure.
- 81** Upright anchor points consist of a horizontal bar placed about 30-60 cm above ground level. For on-street parking this would be parallel to the kerb, in off-street locations this could be either attached to a wall or free standing. Freestanding bars can present a trip hazard, though this can be overcome if provided as an integral part of pedestrian railings or similar.
- 82** The number and type of powered two-wheeler parking spaces should be agreed with officers at an early stage. If powered two-wheeler use forms part of the Travel Plan, the target levels should inform the volume of parking provision.

Electric Vehicle Charging Points

- 83** As part of the Council's response to mitigating and adapting to climate change it is supporting the introduction of electric vehicle charging infrastructure. Electric vehicles can play an important part of meeting climate change goals, by reducing emissions and the use of fossil fuels. Ensuring that new development is equipped with appropriate charging infrastructure will help ensure that Rotherham's residents and businesses are well placed to make use of electric vehicles as the Government moves forward its plans to phase out the sale of petrol, diesel and hybrid powered vehicles.

- 84** The Council will secure provision of electric vehicle charging infrastructure, via planning condition, as follows:
- Residential developments: A minimum of 1 charging point per dwelling and 1 charging point per parking space for flats (including changes of use to dwellings).
 - Non residential developments: Provision of vehicle charging point infrastructure to serve every car parking space and a minimum of 20% of parking spaces to have charging points (for proposals with 5 or more parking spaces).
- 85** Electrical vehicle charging infrastructure should usually be provided within or adjacent to new development. Within larger estates or landholdings, opportunities to strategically locate vehicle charging point infrastructure throughout the estate and/or at key nodes should be explored.

Contact Information

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

<https://www.rotherham.gov.uk/xfp/form/535>

Email: planning.policy@rotherham.gov.uk

Telephone: 01709 823869

Website: <https://www.rotherham.gov.uk/localplan>

Post: Planning Policy Team, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

<https://www.rotherham.gov.uk/xfp/form/216>

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

Appendix A: Transport Assessments

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part One, (Retail, Services, Food and Drink)

Key: GFA – Gross Floor Area; TS – Transport Statement; TA – Transport Assessment; TP – Travel Plan

	Use	Description	Size	None	TS	TA/TP
1	Food Retail	Retail sale of food goods to the public – Food superstores, supermarkets, convenience food stores.	GFA	<250 m ²	>250 m ² <800 m ²	>800 m ²
2	Non-food Retail	Retail sale of non-food goods to the public, but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafes.	GFA	<800 m ²	>800 m ² <1500 m ²	>1500 m ²
3	Financial and Professional services	Financial Services – Banks, Building Societies and bureaux de change, professional services (other than health or medical services) – Estate agents and employment agencies, other services – betting shops, principally providing services to visiting members of the public.	GFA	<1000 m ²	>1000 m ² <2500 m ²	>2500 m ²
4	Restaurants and Cafes	Restaurants and Cafes – use for the sale of food for consumption on the premises.	GFA	<300 m ²	>300 m ² <2500 m ²	>2500 m ²
5	Drinking Establishments	Use as a public house, wine bar or other drinking establishment	GFA	<300 m ²	>300 m ² <600 m ²	>600 m ²
6	Hot Food takeaway	Use for the sale of hot food for consumption on or off the premises	GFA	<250 m ²	>250 m ² <500 m ²	>500 m ²

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part Two, (Business and Industrial Uses)

Key: GFA – Gross Floor Area; TS – Transport Statement; TA – Transport Assessment; TP – Travel Plan

	Use	Description	Size	None	TS	TA/TP
7	Business	An office to carry out any operational or administrative functions; research and development of products or processes, or any industrial process which can be carried out in any residential area without detriment to amenity.	GFA	<750 m ²	>750 m ² <1500 m ²	>1500 m ²
8	General Industrial	General Industry	GFA	<1250 m ²	>1250 m ² <2500 m ²	>2500 m ²
9	Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories	GFA	<3000 m ²	>3000 m ² <5000 m ²	>5000 m ²

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part Three, (Hotels and Residential Uses)

Key: TS – Transport Statement; TA – Transport Assessment; TP – Travel Plan

	Use	Description	Measure	None	TS	TA/TP
10	Hotels	Hotels, Boarding Houses and Guest Houses, development falls within this class if “no significant element of care is provided”	Bedroom	<75	>75 <100	>100
11	Residential Institutions – hospitals, Nursing Homes	Used for the provision of residential care and accommodation to people in need of care	Beds	<30	>30 <50	>50
12	Residential Institutions – residential Education	Boarding Schools and Training Centres	Student	<50	>50 <150	>150
13	Residential Institutions – Institutional Hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Resident <i>Staff</i>	<250 <25	>250 <400 >25 <50	>400 >50
14	Dwelling Houses	Dwellings for individuals, families or not more than six people living together as a single household. The latter includes students or young people sharing a dwelling and small group homes for disabled people living in the community.	Dwelling unit	<30	>30 <50	>50

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part Four, (Non-Residential Institutions and Assembly and Leisure Uses)

Key: GFA – Gross Floor Area; TS – Transport Statement; TA – Transport Assessment; TP – Travel Plan

	Use	Description	Measure	None	TS	TA/TP
15	Non-residential institutions	Medical and health services – clinics and health centres, creches, day nurseries, day centres and consulting rooms (not attached to the doctor's or consultant's house). Museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 m ²	>500 m ² <1000 m ²	>1000 m ²
16	Assembly and Leisure	Cinemas, dance and concert halls, skating rinks, gymnasiums, bingo halls and casinos, other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 m ²	>500 m ² <1500 m ²	>1500 m ²

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part Five, (Other Uses)

	Use	Description	Measure / requirement
17	Others	For example, stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses, motor sales and display, nightclubs, theatres, hostels, builders yards, garden centres, Post Offices, travel and ticket agencies, hairdressers, funeral directors, hire shops and dry cleaners.	To be determined. Request pre-application advice from Local Authority.

Thresholds for requirement of Transport Assessments and Travel Plans based on other considerations.

Key: TA – Transport Assessment; TP – Travel Plan

	Consideration	TA	TA & TP
A	Development not in conformity with the adopted Local Plan		✓
B	Any development generating 30 or more two-way vehicle movements in any hour	✓	
C	Development generating 100 or more two-way vehicle movements a day		✓
D	Development proposing more than 30 parking spaces		✓
E	Any development that is likely to increase accidents or conflicts among motorised and non-motorised road users, particularly vulnerable users such as the elderly, children and disabled people		✓
F	Any development generating significant HGV movements per day or abnormal loads per year.	✓	
G	Any development proposed in a location where the local transport infrastructure is inadequate – for example substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provision.	✓	
H	Any development proposed in a location within or adjacent to an Air Quality management Area (AQMA)	✓	

Appendix B: Vehicle Parking Standards

Maximum Parking Standards

Use	Threshold	Gross Floor Area unless otherwise stated
Food Retail	None	1 space per 14 m ² plus accessible parking - see note
Non-food Retail	None	1 space per 25 m ² plus accessible parking - see note
Financial and Professional services	None	1 space per 35 m ² plus accessible parking - see note
Restaurants and Cafes	None	1 space per 3 m ² (net floor space) of public area or 1 space per 3 seats plus accessible parking - see note
Drinking Establishments	None	
Hot Food takeaway	None	1 space per resident staff plus 1 space per 2 non-resident staff.
Business / Offices	None	1 space per 30 m ² plus accessible parking - see note
Light Industry	None	1 space per 50 m ² plus accessible parking - see note
General industrial	None	1 space per 50 m ² plus accessible parking - see note
Storage or distribution	None	1 space per 200 m ² plus accessible parking - see note
Hotels	None	1 space per bedroom, +public drinking / dining areas same as A3, plus accessible parking - see note
Residential Institutions	None	1 space per 2 staff, +1 space per 3 visitors, plus accessible parking - see note
Dwelling Houses (minimum standards)	1 or 2 bedrooms	1 space per dwelling
	3 or 4 bedrooms	2 parking spaces per dwelling
	5 or more bedrooms	3 parking spaces per dwelling
	Flats	1 space per flat plus 50% allocated for visitors
	<p>The minimum internal floor area for a garage or car port to qualify as a parking space is 6.5 metres x 3 metres.</p> <p>Whilst the above are minimum requirements, consideration will be given to accepting fewer parking spaces if it can be demonstrated that the site is in the vicinity of good public transport links, public car parking, safe and convenient on street parking etc.</p>	

Use	Threshold	Gross Floor Area unless otherwise stated
Non residential institutions	None	1 space per 2 staff, +1 space per 15 students, plus accessible parking - see note
Assembly and leisure	None	1 space per 22 m ² plus accessible parking - see note
Assembly and leisure - cinemas and conference centres	None	1 space per 5 seats plus accessible parking - see note
Assembly and leisure - stadia	None	1 space per 15 seats plus accessible parking - see note
Doctors, dentists, vets etc	None	1 space per patient consulting, 1 space per patient waiting, 2 parking spaces per consulting room, plus accessible parking - see note

Note

1. Accessible parking bays are required in addition to the above as follows:
 - Employees and visitors to business premises - individual bays for each disabled employee plus 2 bays or 5% of total capacity (whichever is greater)
 - Shopping, recreation and leisure - 3 bays or 6% of total capacity (whichever is greater)
 - Non-residential institutions & medical premises - 3 bays or 6% of total capacity (whichever is greater)
 - Stadia - 1 bay per 300 seats
2. A Travel Plan will be required whenever a Transport Assessment is required, also in association with developments which involve the employment of more than 25 people or more than 50 visitors per day.
3. Parking bays to be 5 metres x 2.5 metres with a manoeuvring aisle of minimum width 6 metres unless echelon parking is proposed. Accessible parking bays should be a minimum of 3.6 metres wide or 2.4 metres wide with a 1.2 metres wide access / transfer area on at least one side of each parking space and at the same level as the space (or 6.6 metres long and at least 2.4 metres wide if in line spaces are provided).
4. The minimum length of a parking bay between the highway boundary and a garage door to be 5.5 metres, with a preferred length of 6 metres.
5. Visitor parking on shared surface streets within new housing estates will be required in addition to curtilage parking on the ratio of 1 space per 4 dwellings.
6. For stadia, sufficient coach parking / manoeuvring space will be required within the site for the maximum number of vehicles likely to serve the development at any one time.
7. In town centre and local shopping centre locations car parking requirements for individual developments will be judged against the level of overall publicly available car parking space in the locality.
8. The above are maximum standards except for C3 residential and accessible parking which are minimum standards.

9. Employees and student numbers refer to full time equivalents.
10. Long and short term cycle parking should be provided in accordance with the Council's 'Cycle Parking Guidelines for New Developments'. all cycle parking should be within 30 metres of the entrance to the building and should be sited where they are under continuous observation while in use.

Appendix C: Cycle Parking Standards

Use	Cycle parking spaces to be provided:	
	Short Stay	Long Stay
Food / non food up to 200 m ² gross floor space	1	1
Food / non food 200 - 750 m ² gross floor space	2	1
Non food above 750 m ² gross floor space	1 per 500 m ² gross floor space	1 per 500 m ² gross floor space
Food 750 - 2000 m ² gross floor space		
Food >2000 m ² gross floor space		
Offices	1 per 200 m ² gross floor space	1 per 20 staff
Restaurants	1 per 200 m ² gross floor space	1 per 20 staff
Public houses	1 per 200 m ² gross floor space	1 per 20 staff
Hot food takeaways	1 per 200 m ² gross floor space	1
Offices	1 per 200 m ² gross floor space	1 per 20 staff
Light industry		
General industry	1 per 1000 m ² gross floor space	1 per 20 staff
Storage and distribution	1 per 1000 m ² gross floor space	1 per 20 staff
Hotels	1 per 15 beds	1 per 15 beds
Residential homes	1 per 20 residents	1 per 20 staff
Other residential institutions		
Houses up to 3 bedrooms		2 per dwelling
Houses with 4 bedrooms and above		2 per dwelling
Flats	1 per 10 flats	1 per flat
Primary schools	1 per 100 pupils	1 per 20 pupils / staff
Secondary schools / colleges		

Use	Cycle parking spaces to be provided:	
	Short Stay	Long Stay
Creche / nursery	1 per 50 children	1 per 20 staff
Clinic / health centre	1 per 3 consulting rooms	1 per 3 consulting rooms
Libraries	1 per 200 m ² gross floor space	1 per 20 staff
Places of worship	1 per 200 m ² gross floor space	1
Museums and art galleries	1 per 200 m ² gross floor space	1 per 20 staff
Public / exhibition halls		
Hospitals	1 per 20 beds	1 per 20 staff
Cinemas / concert halls / theatres	1 per 80 seats	1 per 20 staff
Bingo halls and casinos		
Disco's and dance halls	On merit	1 per 20 staff
Bowling alleys	1 per 200 m ² gross floor space	1 per 20 staff
Indoor sports halls	1 per 200 m ² gross floor space	1 per 20 staff
Swimming pools and ice rinks		
Sports ground and stadia	1 per 200 seats	1 per 20 staff
Health clubs	1 per 200 m ² gross floor space	1 per 20 staff

Notes

1. Long stay cycle parking spaces - generally covered, secured and lockable e.g. a cycle locker.
2. Short stay cycle parking spaces - generally uncovered, lockable with own lock and within surveillance of passers by / staff.
3. References to staff refer to staff employed / using the building.
4. References to seats refer to public seats.
5. In town and local shopping centre locations, cycle parking requirements for individual developments will be judged against the overall level of formal public cycle parking space available in the locality and in the context of wider planned provision contained in the Cycling Strategy. Where ready access to available cycle parking arrangements cannot be

demonstrated individual developments will be assessed against the standards in the above table.

6. All developments must have at least 1 long stay cycle parking space and 1 short stay cycle parking space. Parking should normally be provided within the development (see below) but the provision of, or contribution towards, public communal parking facilities nearby is acceptable. Calculations for cycle parking space to be rounded up to the nearest whole numbers.
7. Long stay cycle parking should be covered and secure and may be provided indoors or outdoors – for example cycle lockers, lockable cycle sheds and cycle stores. It should be available to the general public. Short stay parking should preferably be covered and should provide suitable locking points for cycles such as the “Sheffield Stand”. All cycle parking should be provided within 20 metres of a building in an area where there is full surveillance by cyclists, passing public and building users. Usually this will be at the front of a building. If there is any doubt about the security of short stay cycle parking, cycle lockers should be provided instead. Where CCTV surveillance is available, this should be able to monitor all cycle parking installations.

Appendix D: Indicative guidance for planning conditions and obligations

Source: 'Using the Planning Process to Secure Travel plans – Best Practice Guide (July 2002).
Department for Transport.

The detailed texts of the conditions and clauses below are not necessarily recommended. Rather they are intended to demonstrate some of the general approaches that can be considered when drafting conditions and obligations. Independent legal advice should be sought in relation to specific implementation. What follows is for guidance only.

Indicative phrasing for conditions and planning obligations – non-speculative proposals

Where the travel plan has been submitted with the planning application and agreed by the local authority

Condition/section 106 obligation:

No part of the development shall be occupied prior to implementation of the approved travel plan [or implementation of those parts identified in the approved travel plan as capable of being implemented prior to occupation]. Those parts of the approved travel plan that are identified therein as being capable of implementation after occupation shall be implemented in accordance with the timetable contained therein and shall continue to be implemented as long as any part of the development is occupied.

Where the travel plan has not been agreed at the time of determination of the planning application but information for preparing the travel plan is available

Condition/section 106 obligation:

The development shall not be commenced until a travel plan has been submitted to and approved in writing by the Council, such travel plan to include [list of required elements] together with a timetable for the implementation of each such element.

No part of the development shall be occupied prior to implementation of the Approved Travel Plan [or implementation of those parts identified in the Approved Travel Plan as capable of being implemented prior to occupation]. Those parts of the Approved Travel Plan that are identified therein as being capable of implementation after occupation shall be implemented in accordance with the timetable contained therein and shall continue to be implemented as long as any part of the development is occupied.

This assumes that Approved Travel Plan is a defined term.

Note: May include requirement to inform the Council when development commences.

This assumes that the contents of the travel plan are themselves within the scope of section 106(1) of the Town and Country Planning Act 1990.

Indicative approach for planning obligations – speculative proposals

Staged approach: adopted because the final travel plan cannot be agreed at the time of determination of the planning application

Planning obligations can achieve a staged process:

- **Stage 1:** no occupation until developer submits interim travel plan (covering key elements for the final travel plan and proposals for surveys) and the interim plan has been approved by the council
- **Stage 2:** first occupier carries out surveys within agreed timescale (or makes a financial payment in default)
- **Stage 3:** submission and approval of final travel plan to agreed timescale
- **Stage 4:** implementation of final travel plan or financial payment if final travel plan not implemented

Future occupiers

Section 106 obligation:

In the event that the Site is occupied by a New Occupier within [5] years from the date hereof the New Occupier shall pay the sum of £[X] (the 'Sum') to the Council on the second, third, fourth, fifth and sixth anniversaries of the first occupation by the New Occupier unless it shall have submitted a Travel Plan to the Council for its approval and shall have implemented the provisions of the Travel Plan in accordance with the timetable set out therein in the previous 12 month period.

This assumes that the terms Site, New Occupier, Travel Plan, Implemented and Council are all defined elsewhere in the agreement. It also assumes that the obligations in the Travel Plan and the timetable for their compliance are drafted sufficiently precisely for it to be clear whether the obligations have been Implemented.

Indicative phrasing for particular travel plan elements

Travel plan co-ordinator

The Developer shall pay to the Council the sum of £[] (the 'Sum') on the first day of [month] each year for the first [10] years from the date hereof unless by the first day of [2 months preceding the first mentioned month] the Developer has appointed a Travel Plan Co-ordinator and has supplied to the Council written details of the name, office, address and telephone number of the said person.

The Sum shall not be spent otherwise than upon measures that could have been performed by a Travel Plan Co-ordinator [or that will otherwise reduce vehicle trips to the Site and/or encourage walking, cycling and the use of public transport].

This assumes that the term Travel Plan Co-ordinator is defined so as to describe that person's functions.

Shuttle bus/works bus service

The Developer shall pay to the Council the sum of £[] index linked (the 'Bus Payment') on the anniversary hereof for the following [10] years unless in the 12 months preceding the date hereof it shall have provided or procured the Shuttle Bus/Works Bus Service.

The Bus Payment shall not be spent otherwise than upon the provision or procurement of the Shuttle Bus/Works Bus Service.

This assumes that the terms Shuttle Bus Service or Works Bus Service have been defined.

Monitoring

The Developer shall pay to the Council the sum of £[] (the 'Monitoring Payment') on the anniversary hereof for the following [] years.

The Monitoring Payment shall not be spent otherwise than upon the monitoring of the developer's compliance with the terms of this agreement.