

Thurrock Council – Travel plans checklist

Major development proposals must be accompanied by a transport assessment. The assessment should provide details of the transport conditions and the likely impact of development.

A separate development-related travel plan should provide the long-term strategy to mitigate any adverse impacts and maximise the potential for achieving sustainable travel behaviour.

In the table below: **Y** is relevant, **(Y)** applies to some extent.

		1. Framework 2. Full – occupier known 3. Full – occupier unknown 4. Residential			
Content	Detail required	1.	2.	3.	4.
Cover page					
Key contact / address details	Development name, if known, or site name and occupier name, if known.	Y	Y	Y	Y
	Full address of the development.	Y	Y	Y	Y
	Contact details for the person responsible for preparing the Travel Plan.	Y	Y	Y	Y
Background					
Summary of proposed development	Brief description of the nature and context of the proposed development.	Y	Y	Y	Y
	Parameters by land use class – for example, number of units, floor area, number of cycle spaces and car parking spaces.	Y	Y	Y	Y
	Details of associated travel, including number of staff expected on site, numbers of visitors, and details about delivery and servicing activity. Give as much detail as possible – for example, breakdown of full-time / part-time employees, and the number of staff expected on site at any one time.	Y	Y	Y	Y
	For multiple land uses on a site: i) a breakdown of different land uses expected on site; ii) details of size of each type of land use; iii) details of how build-out of the development will be phased.	Y			
	Commitment for occupiers of the site to develop individual Travel Plans within the context of the overarching (Framework) Travel Plan.	Y			
Scope of the Travel Plan	Users covered by the Travel Plan – for example, staff, visitors.	Y	Y	Y	Y
Benefits	Overview of benefits of a Travel Plan for the site.	Y	Y	Y	Y
Timescales	Outline timescales for occupation and details of any phasing of development, if appropriate.	Y	Y	Y	Y

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Statement of case	Demonstrate that the developer recognises the value of sustainable transport.	Y	Y	Y	Y
Policy and best practice					
National and local policy	Overview of national policy – for example, NPPF – and local policy – for example, Thurrock's Core Strategy.	Y	Y	Y	Y
Site assessment					
Location	Clearly define the location of the development including boundaries and access points for all transport modes.	Y	Y	Y	Y
	Infrastructure that will be provided in the surrounding area as part of the development.	Y	Y	Y	Y
	Include a map and site plans where useful.	Y	Y	Y	Y
Walking and cycling	Pedestrian and cycling access points and routes to the site, to local transport and other amenities.	Y	Y	Y	Y
	Quality and availability of infrastructure around the site – consider how amenable local roads are to walking and cycling.	Y	Y	Y	Y
	Detail of infrastructure to be introduced as part of the development – for example, cycle and pedestrian routes, cycle parking.	Y	Y	Y	Y
	Organisational policies and other initiatives that will influence active travel and public transport use – for example, tax-free cycle purchase schemes, cycle training, season ticket loans.		Y		
Car use	Car-related initiatives in place – for example, car park management, car clubs in the local area, car sharing, pool cars.	(Y)	Y	(Y)	Y
Public transport	Public transport facilities and services, including routes, hours of operation and service frequency.	Y	Y	Y	Y
	Quality of stops and stations, including lighting, cleanliness, cover and real-time information.	Y	Y	Y	Y
Reducing the need to travel	Initiatives and work practices that reduce the need to travel or encourage sustainable travel – for example, home-working, teleconferencing, flexi-working, sustainable business policy.		Y		(Y)
	Amenities and facilities in the surrounding area that can be reached by walking or cycling, reducing the need to travel by car – for example, at lunchtime.	Y	Y	Y	Y

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Disability access	Provision for disabled site users.	Y	Y	Y	Y
Travel survey					
Surveys	If surveys have been undertaken, provide details of the survey, including method, date, response rate and findings.		Y		
	If no surveys have been undertaken, specify when surveys will be undertaken – usually within 6 months of occupation or at 75% occupancy.	Y		Y	Y
Baseline data for staff, visitors	If there are existing site users, use travel survey data.		Y		
	If there are no existing site users, this should be based on the Transport Assessment or on comparator data drawn from – for example – TRICS or census data.	Y		Y	Y
Objectives					
Objectives	Encourage sustainable travel to and from the site, cover a range of outcomes – for example, environmental, health – and ensure objectives are relevant to the site and to local policy in Thurrock.	Y	Y	Y	Y
Targets					
SMART targets	Targets should enable enforcement and success in achieving objectives of the Travel Plan to be measured, and link directly back to the Transport Assessment.		Y		Y
	Where occupier is unknown, interim targets should be specified – linking to the Transport Assessment.	Y		Y	
Timescale	Targets should have a minimum 5-year timeframe and be reviewed annually. For larger developments, targets may need to be set beyond 5 years.		Y		Y
Travel Plan management					
Travel Plan Coordinator	Identify a Travel Plan Co-ordinator, including their name where possible. In the absence of this, a nominated point of contact should be provided. For Framework Travel Plans, this should be a Site-Wide Co-ordinator.	Y	Y	Y	Y
	Make roles and responsibilities clear – this may include provision of personal Travel Planning advice, preparation and distribution of welcome packs, monitoring.	Y	Y	Y	Y
	Identify any other individuals involved in managing initiatives.	Y	Y	Y	Y

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	Specify how much time the co-ordinator will be dedicating to the Travel Plan.	Y	Y	Y	Y
Marketing	Ensure it is clear what marketing activities will be carried out, and by whom.	Y	Y	Y	Y
Measures					
These should clearly contribute to achieving targets and objectives, and be specific to the site. They should take account of future propensity for walking and cycling (active travel).					
Walking and cycling	Physical and infrastructure provision – for example, secure bike parking, showering and changing facilities, safe and accessible routes.	Y	Y		
	Consider organisational and other policies that encourage walking and cycling – for example, cycle mileage for business travel.		Y	(Y)	Y
Public transport	Initiatives for encouraging use of public transport – for example, season ticket loans.	(Y)	Y	(Y)	Y
Managing private car-use	How will parking be managed and restrained – for example, permits or charge.	(Y)	Y	Y	Y
	New developments are required to provide an adequate amount of disabled parking bays – consider how this will be enforced.	Y	Y	Y	Y
	Consider car sharing, car clubs and provision of electric vehicle charge points where appropriate.	Y	Y	(Y)	Y
Work practices / reducing the need to travel	Consider home working, teleworking, and so on, or an appropriate business travel policy.	(Y)			
Monitoring and review					
Programme for monitoring and review	Include a clear monitoring programme detailing what and how frequently surveys will be undertaken, by whom, and how they will be reported. For a framework Travel Plan, this should include site-wide monitoring.	Y	Y	Y	Y
	Undertake a Year 1 baseline survey at 6 months or 75% occupation. Surveys will take place annually on the anniversary of the baseline survey until completion of the Travel Plan.	Y	Y	Y	Y
Action plan					
Action plan	Should include i) short, medium and long-term actions, and ii) timescales and responsibilities.	Y	Y	Y	Y

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	Should be concise and focused on implementation of the Travel Plan.	Y	Y	Y	Y
	All measures and initiatives to be introduced should be summarised, including marketing activities and monitoring.	Y	Y	Y	Y
Securing and enforcement					
Securing the Travel Plan	Measures in place to ensure the plan is implemented effectively – for example, include relevant excerpts from the Section 106 agreement or planning conditions and how the Travel Plan is consistent with them.	Y	Y	Y	Y
Travel Plan funding					
Funding streams	Include how the Travel Plan will be funded, including the Travel Plan Co-ordinator and monitoring programme. For a Framework Travel Plan, this should relate to site-wide initiatives.	Y	Y	Y	Y
	Include the Travel Plan Fee to be paid with the application. Check the current fees for small and large developments.	Y	Y	Y	Y

For further information go to thurrock.gov.uk/travel-planning