

Gateshead Council Travel Plan guidance

This guidance has been prepared to aid developers in the creation of travel plans to ensure the sites are sustainable in transport terms and to assist in providing mitigation in response to any Transport Statement or Assessment. The guidance covers both non-residential sites (Pages 1, 2) and residential sites (Pages 3, 4).

All queries in relation to this guidance should be addressed to the Travel Plan Co-ordinator at Gateshead Council, Telephone 0191 433 3095.

Travel Plan Guidance (non residential sites)

1. The Travel Plan should satisfy the definition as set out in the Tyne & Wear Local Transport Plan 2006-2011, Page 156, included below.
2. It should also adhere to the following format in order to satisfy the transport planning requirements of Gateshead Council.
3. A draft should be submitted well ahead of any planning deadline to ensure the Travel Plan is likely to satisfy the Council.

1. DEFINITION OF A TRAVEL PLAN:

In Tyne and Wear, as part of LTP2 any new travel plan will only be judged to be complete if it conforms to the following definition:

“A travel plan is deemed to meet the basic quality standards if it is a written document containing:

- An assessment of the site, including the transport links to the site, on-site facilities (eg car parking, cycle parking etc) any transport issues and problems, barriers to non-car use and possible improvements to encourage walking, cycling and bus use.
- The results from a survey of how staff travel to work.
- Clearly defined objectives, targets and indicators.
- Details of proposed measures.
- Detailed timetable for implementing measures.
- Clearly defined senior management and staff responsibilities and roles, staff (and if applicable, union) participation.
- A plan for monitoring and reviewing the effectiveness of the travel plan.
- Proposals for maintaining momentum and publicising success.”

2. FORMAT OF TRAVEL PLAN:

1. Introduction – description of the site
 - Why the Travel Plan is required
 - What the site’s purpose is
 - Where it is located and its size
 - How many existing and potential staff and visitors
2. Backing of Senior Management/the organisation for the Travel Plan
3. Policies: National, Regional, Local, Company/Organisation
4. Objectives of the Travel Plan
 - Benefits

- For site users – customers, employees, supply companies etc
- For the organisation
- For the community
- 5. Current Transport provision and facilities to/at the site
 - Walking
 - Cycling
 - Public Transport – bus, metro, train, taxi
 - Cars
- 6. Proposed actions and measures to achieve the objectives
 - Appointment of/allocation of Travel Plan Co-ordination role
 - Walking
 - Cycling
 - Public Transport – bus, metro, train, taxi
 - Cars/other vehicles
 - Summary of Car Parking Strategy
 - Site travel guide
- 7. Targets
 - Current modal split
 - Targets with defined timescale (no more than 5 years)
- 8. Monitoring
 - Annual Surveys to be provided to the Local Authority through the Itrace software program.
 - Reporting Procedures to Senior Management, employees and Local Authority
 - Review of the Travel Plan and changes – the plan should identify how the Travel Plan will be reviewed, when this will happen and identify that changes will be made to the Plan in line with the review.

Appendices

1. Map showing where site is located
2. Job description/role of Travel Plan Co-ordinator
3. Public Transport services – a frequency table should be provided, not timetables.

Residential Travel Plan Guidance

1. The Travel Plan should satisfy the definition as set out in the Tyne & Wear Local Transport Plan 2006-2011, Page 156, included below.
2. It should also adhere to the following format in order to satisfy the transport planning requirements of Gateshead Council.
3. A draft should be submitted well ahead of any planning deadline to ensure the Travel Plan is likely to satisfy the Council.

1. DEFINITION OF A TRAVEL PLAN:

In Tyne and Wear, as part of LTP2 any new travel plan will only be judged to be complete if it conforms to the following definition:

“A travel plan is deemed to meet the basic quality standards if it is a written document containing:

- An assessment of the site, including the transport links to the site, on-site facilities (eg car parking, cycle parking etc) any transport issues and problems, barriers to non-car use and possible improvements to encourage walking, cycling and bus use.
- The results from a survey of how residents travel to work.
- Clearly defined objectives, targets and indicators.
- Details of proposed measures.
- Detailed timetable for implementing measures.
- Clearly defined senior management and staff responsibilities and roles, staff (and if applicable, union) participation. *Not relevant for residential travel plans.*
- A plan for monitoring and reviewing the effectiveness of the travel plan.
- Proposals for maintaining momentum and publicising success.”

2. FORMAT FOR TRAVEL PLAN:

1. Introduction – description of the site
 - Definition of a Travel Plan
 - Why the Travel Plan is required
 - What the site’s purpose is
 - Where it is located and its size
 - How many existing and potential residents and visitors
2. Backing of Developers/Residents for the Travel Plan
3. Policies: National, Regional, Local, Company/Organisation
4. Objectives of the Travel Plan
5. Benefits
 - For site users – residents, visitors etc
 - For the community/neighbours
6. Current Transport provision and facilities to/at the site
 - Walking
 - Cycling
 - Public Transport – bus, metro, train, taxi
 - Cars

7. Proposed actions and measures to achieve the objectives, with timescales
 - Role of Developers and Residents Group
 - Travel Plan activity pre/post occupation
 - Walking
 - Cycling
 - Public Transport – bus, metro, train, taxi
 - Cars/other vehicles
 - Summary of Car Parking Strategy
 - Site Travel Guide
8. Targets
 - Predicted modal split
 - Targets with defined timescale (no more than 5 years)
9. Monitoring
 - Annual Surveys
 - Reporting on Monitoring to residents and Local Authority
 - Review of the Travel Plan and means of change – the plan should identify how the Travel Plan will be reviewed, when this will happen and identify that changes will be made to the Plan in line with the review.

Appendices

1. Map showing where site is located with sustainable travel facilities on/off site
2. Public Transport services – a frequency table should be provided, not timetables.