



TRANSPORT ASSESSMENT & TRAVEL PLAN GUIDANCE 2025



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Introduction

Development can contribute to both the prosperity and the general amenity of an area. However, as pressures on both the transport system and on the environment increase, it is essential that all new developments are as sustainable as possible.

Striking a balance between economic growth, regeneration and housing needs, alongside managing the transport demands that come with it, is essential.

The inclusion of Transport Assessments, Transport Statements and Travel Plans in the development planning process helps to ensure that future site users have a genuine choice of travel modes available to them which will maximise sustainability and accessibility and minimise the adverse impacts of traffic on the local area.

This guidance provides information to developers, transport consultants and anyone involved in the development of Transport Assessments, Transport Statements and Travel Plans, on how these documents should be developed and secured.

Status

This document supersedes the documents 'KCC Transport Assessment and Travel Plan Guidance', 2008 and 'Revised Guidance on Securing, Monitoring and Enforcing Travel Plans in Kent', 2012.

The document is being piloted by the KCC Highway Development Planning team and is informal guidance. Once experience has been gained of using the document as informal Guidance, the document will be reviewed in the light of feedback from users. A formal consultation on the document will then be initiated.

Following wider consultation and feedback from prospective users (local authority, highway officers, planning officers and developers), it is envisaged that the document will be adopted by Kent County Council as supplementary guidance, capable of being a material consideration in determining planning applications. In due course it would be open to Kent district authorities to also adopt the guidance as a material consideration or as a Supplementary Planning Document (SPD) supporting relevant Local Development.

Policy and Guidance

Transport Statements, Transport Assessments and Travel Plans should be developed in line with National and Local Planning Policies and guidance.

National Planning Policy Framework

The National Planning Policy Framework (NPPF) was adopted in 2012 and formed part of the Government's planning reforms to make the planning system more accessible. The Framework sets out the Government's planning policies and how locally prepared plans should be provided. There have been several updates to the document since then, with the most recent being December 2024.

In terms of Transport, the NPPF requires developments that generate a significant amount of movement to provide a Transport Statement / Transport Assessment and a Travel Plan.

Paragraph 109 states: "Transport issues should be considered from the earliest stages of plan-making and development proposals, using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places. This should involve:

- a) making transport considerations an important part of early engagement with local communities;
- b) ensuring patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places;
- c) understanding and addressing the potential impacts of development on transport networks;
- d) realising opportunities from existing or proposed transport infrastructure, and changing transport technology and usage – for example in relation to the scale, location or density of development that can be accommodated;
- e) identifying and pursuing opportunities to promote walking, cycling and public transport use; and
- f) identifying, assessing and taking into account the environmental impacts of traffic and transport infrastructure – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains.

Paragraph 115 states: "In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- a) sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location;
- b) safe and suitable access to the site can be achieved for all users;
- c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and
- d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach."

Paragraph 116 states: “Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios”.

Paragraph 117 states: “Within this context, applications for development should:

- a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
- b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
- d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and
- e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.”

Paragraph 118 states: “All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed”.

The NPPF emphasises that a primary purpose of the planning system is to contribute to the achievement of sustainable development.

Gear Change: A Bold Vision for Cycling and Walking

Published in 2020 during the Covid-19 Pandemic, Gear Change: A Bold Vision for Walking and Cycling marked a step change in the direction of the Government towards sustainable travel, aiming to “*make England a great walking and cycling nation*” and setting out the actions required to make this a reality. These are grouped under four themes:

- ▶ better streets for cycling and people
- ▶ putting cycling and walking at the heart of decision-making
- ▶ empowering and encouraging local authorities
- ▶ enabling people to cycle and protecting them when they do,

Whilst the NPPF had already recognised the shift needed towards sustainable travel, Gear Change was bold in its ambition and set the tone for future development. During the same month as the publication of Gear Change, the supporting document Local Transport Note 1/20 ‘Cycle Infrastructure Design’ was produced, providing more detailed guidance on how to deliver cycle schemes both in new developments and in existing areas.

Bus Back Better: A National Strategy for England

Bus Back Better is the Government's National Transport Strategy for England. Produced in March 2021, the Strategy aims to transform bus services in England, boost patronage, provide greater opportunities for local leadership and sets out the requirements for Bus Service Improvement Plans.

The Strategy provides examples of patronage being significantly boosted where routes have been improved, bus lanes have been provided and / or passenger subsidies have been provided. Kent already has its own examples of this type of success and developers will be required to continue this trend.

The Strategy sets out key measures to increase bus patronage and increase its attractiveness. These include making the buses:

- ▶ More frequent
- ▶ Faster and more reliable;
- ▶ Cheaper;
- ▶ More comprehensive;
- ▶ Easier to understand;
- ▶ Easier to use;
- ▶ Better to ride in;
- ▶ Better integrated with other modes and each other;
- ▶ Greener;
- ▶ Accessible and inclusive by design;
- ▶ Innovative; and
- ▶ Seen as a safe mode of transport.

The Strategy also sets out the requirements for Bus Service Improvement Plans and Franchises and states *"There must be significant increases in bus priority"*.

Travel Plans, Transport Assessments and Statements, 2014

The Government Guidance document Travel Plans, Transport Assessments and Statements, was adopted in 2014 and whilst it is listed under the Planning Practice Guidance (last updated Nov 2023), it has not been updated since. The guidance states that Travel Plans, Transport Assessments and Statements *"Support national planning policy which sets out that planning should actively manage patterns of growth in order to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable."*

In line with NPPF at the time, the document states that developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment, and a Travel Plan.

Kent County Council Bus Service Improvement Plan

A Bus Service Improvement Plan (BSIP) is a strategic document which describes how Local Transport Authorities and operators in each area will look to achieve the goals of the [National Bus Strategy](#). The BSIP provides a framework for delivery while acting as a bidding document for future funding, to achieve many of the objectives of the National Bus Strategy. KCC submitted a BSIP in October 2021, and in April 2022 introduced our [Enhanced Partnership](#) in line with Government guidance. A revised BSIP and a Bus Connectivity Assessment were submitted in June 2024.

The 2024 updated BSIP sets out the KCC & local operators' joint vision for buses; *"To protect existing bus services and to develop a core network that is sustainable, fast & frequent, innovative, reliable and fully accessible, complemented by a range of rural transport solutions – connecting our communities with essential services. Our passengers and residents will travel on modern, environmentally friendly vehicles accessed using dynamic and readily available information, high quality bus stops and infrastructure and using flexible, economic tickets that are easy to pay for. We will seek to achieve this by working collaboratively through Kent's Enhanced Partnership and by utilising any emerging National Bus Strategy funding or other external funding sources."* The BSIP sets out the current offer to bus passengers and the continuing challenges facing the industry. It also provides detail on current and future improvements and further information can be found here: [Bus Service Improvement Plan - Kent County Council](#).

Kent County Council Local Transport Plan 5 – Striking the Balance, 2024

Local Transport Plan 5 (LTP5) is KCC's main policy on transport and assists us to plan and attract investments from central government and other organisations for transport schemes. The Plan details our ambition, the outcomes we want to achieve and the proposals we aim to progress in the different Local Authority areas. LTP5 aims to strike a balance between the different transport modes and sets out how we will work towards our transport vision over the coming years.

The document's strategic aims are:

- ▶ To ensure Local Planning Authorities and developers work with KCC to effectively design development and local transport so as to reduce its pressure on the existing road network and embed sustainable travel from the start;
- ▶ To implement an infrastructure-first approach to secure initial improvements to the whole transport system to reduce pressure on the road network; and
- ▶ To recognise the uncertainty in how occupants of new developments will travel by assessing a range of outcomes and ensuring the right mitigations are implemented in response to observed impacts.

The document states that *"Further to our existing Developer Contributions Guidance, we reiterate that we will deliver with district planning authorities a 'decide and provide' (also known as 'vision and validate') approach to planning and site development. This approach supports achieving a greater choice of transport modes to help reduce traffic generation onto the existing highway network whilst also addressing impacts that do require mitigation. This will be delivered by ensuring planning agreements for sites make provisions for uncertainty in transport impacts by applying a monitor and manage approach"*.

Further information can be found here: [KCC Local Transport Plan 5 December 2024](#).

Kent Design Guidance

The Kent Design Guide (KDG) sets out the standards for infrastructure that should be adhered to within Kent when implementing new development or amending existing infrastructure and seeks to provide a starting point for good design. Implementing developments in line with KDG ensures that new development results in vibrant, safe, attractive, liveable places where people want to be.

We have an important place-shaping role on behalf of Kent's residents and communities. We work collectively with our partners to protect and enhance our environment, develop community assets and influence the strategic planning process to meet the needs of new and existing communities. It is therefore KCC's preference to adopt new developments (over five units) to ensure they are built to KDG standards, that they are safe, and so that KCC remain in control of maintenance. However, all development sites, regardless of whether they are adopted by KCC, should be designed in line with KDG (for local roads) or the Design Manual for Roads and Bridges (DMRB) (for strategic roads).

It is important that Kent's roads, pavements and other highway assets remain serviceable, fulfil their intended function and continue to look attractive well into the future. This means choosing robust, long-lasting materials which are simple and cost effective to maintain. Whilst all developments should be designed in line with Kent Design Guide, those to be adopted must meet certain criteria in terms of standards, materials, lighting etc. KCC offer a free Outline Technical Review of proposals affecting highway assets to help determine from an early stage, whether the proposals are likely to be acceptable to KCC at the Outline and Detailed Design stages. To find out more, email assetmanagement@kent.gov.uk. The outcome of any technical review should be set out in the Transport Assessment.

In addition to the Kent Design Guide, development must be in line with Local Transport Note 1/20, Local Transport Note 1/24, Manual for Streets 1 and 2, the Department for Transport's Inclusive Mobility Guidance, or any documents that supersede them.

Decide and Provide

Since the previous version of this guidance was adopted in 2008, the transport planning industry has changed. It has moved away from the traditional ‘Predict and Provide’ demand led approach (based on a historic set of traffic patterns and predictions to determine future infrastructure requirements), to the more dynamic ‘Decide and Provide’ approach (also known as ‘Vision and Validate’) which is vision led, setting out a sustainable aim and providing infrastructure and measures to achieve that aim. At the national level, this is reflected in the recent update to NPPF. Paragraphs 109-118 emphasise the importance of providing for sustainable transport but for the first time, proposes the replacement of ‘Predict and Provide’ with a ‘Vision-Led’ approach. Paragraph 109 states *“Transport issues should be considered from the earliest stages of plan making and development proposals using a vision led approach to identify well designed, sustainable and popular places”*

In its Local Transport Plan 5, KCC has committed to working with Local Planning Authorities to deliver a ‘Vision-Led / Decide and Provide’ approach to planning and site development, which should ensure that opportunities for enabling greater choice of transport modes are taken up and prioritised from the outset: LTP5 states *“We will deliver with district planning authorities a ‘decide and provide’ (also known as ‘vision and validate’) approach to planning and site development. This approach supports achieving a greater choice of transport modes to help reduce traffic generation onto the existing highway network whilst also addressing impacts that do require mitigation. This will be delivered by ensuring planning agreements for sites make provisions for uncertainty in transport impacts by applying a Monitor and Manage approach.”*

The Decide and Provide approach provides room for innovation, resilience to change, potential for fewer road works and assets to adopt, and will help not only the highway network, but will support other goals too such as tackling climate change, reducing obesity, helping people stay healthy and reducing social exclusion. This aligns with KCC’s ‘Framing Kent’s Future’ Strategic Statement commitment *“to ensure residents have access to viable and attractive travel options that allow them to make safe, efficient and more sustainable journeys throughout Kent.”* Measures implemented by developers will not only benefit their site users but will often have a secondary benefit of also providing improved services for existing residents / visitors e.g. improved bus services or frequencies, access to car clubs and new/improved infrastructure for walking and cycling journeys.

For developers, it will mean highway infrastructure that would previously have had to be implemented regardless of whether their site generated the predicted number of trips or not, may now not be needed, or could be delivered at a smaller scale, depending on the actual levels of vehicle trips the site generates. It can also help in creating developments which are attractive, active, community based and places where people want to spend time outdoors. It is important to note that the Decide and Provide approach does not abandon the need for physical infrastructure improvements and this will still be required in some areas.

The Decide and Provide principles should be applied to all developments, prioritising walking, cycling and public transport in accordance with policy. Medium to large sites will also need to include relevant scenario testing, as set out later in this document.

How does it work?

Development proposals should first and foremost be located in an area that is highly sustainable or can be made sustainable by the site promoter. For residential uses this would include sites that are located within a 30 minute walk / cycle (800m round trip) of key amenities (schools, supermarket, GP surgery, employment, leisure use), with those routes being attractive, high quality routes, or routes that can be made into attractive, high quality routes by the Applicant. For employment sites, this would include walking, cycling and public transport connections to key residential areas, or other areas where employees are likely to travel from.

Next, a range of sustainable modes must be available or made available to site users from the outset, making these modes a realistic option. Walking, cycling and public transport must be prioritised both within the site and via suitable connections to local amenities. Bus services must be frequent, high quality, inexpensive and through the provision of dedicated bus lanes and bus gates, provide quicker journeys than the private car (particularly where the network is already congested). People should feel safe and be safe when using these modes of transportation and should feel confident in their reliability.

Junction capacity modelling is still a key requirement of this approach. However, it will be ‘scenario’ focussed whereby each scenario is tested in order to develop *“a set of plausible and divergent scenarios of the future that help expose uncertainty and, in turn, allow the uncertainty to be accommodated within plan making”* (TRICS Guidance Note on the Practical Implementation of The Decide & Provide Approach, 2021).

For example, instead of generating standard vehicle trip rates, assessing their impact within theoretical models and providing junction improvements in line with the results, a range of scenarios should be tested; the first using standard trip rates without alteration for modal shift, as a worst case scenario, and then the testing of alternative trip rates that reflect the sustainable measures being proposed and therefore being representative of a Decide and Provide approach. This will need to be supported by appropriate evidence.

The development and testing of a number of scenarios is key to being able to account for uncertainty, monitor the outcomes of the approach, and intervene at appropriate stages where changes can still be meaningful. The number of scenarios will be site dependent, but an example is set out below.

- ▶ Scenario 1 ‘Observed’ – existing situation
- ▶ Scenario 2 ‘Future Base’ – the ‘observed’ scenario with applied growth factors, committed developments and where required, Local Plan allocations.
- ▶ Scenario 3 ‘With Development’ - Using TRICS trip rates for sites in similar locations with similar connections to the proposed site location. Where sites are not available, alternative evidence should be provided.
- ▶ Scenario 4 ‘With Development and adjustment for Sustainable Measures’ - Using TRICS trip rates for sites in similar locations but with similar sustainable connections to those proposed at the site. Where sites are not available, alternative evidence should be provided.
- ▶ Scenario 5 ‘Interim scenario 1’ - where not all measures or amenities are being delivered upon first occupation; for example, a school to be delivered at year three. Interim scenarios should include a table clearly identifying when each measure and facility is proposed to be delivered. Applicants may also wish to present a scenario based on historic TRICS data trends for the same location type (excluding the Covid-19 pandemic periods) for a five-year time slice, to determine whether trip rates

are increasing, decreasing or staying the same. See the 'TRICS Guidance Note- Changes in Travel Behaviour', for further information on trip trends [Trics](#).

- ▶ Scenario 6 'Scenario X plus Mitigation' (if required), particularly where this could impact journey times for sustainable modes, raise safety concerns or the proposals result in a significant impact on the highway, even after a suite of sustainable measures have been assessed.
- ▶ Scenario 7 'Sensitivity Assessments' – these will be site specific but could include improvements to be delivered by third parties.

Proposals meeting the thresholds set out in Table 1 (or a reasonable combination of both residential and non-residential uses), will be required to undertake scenario testing. Scenario testing may also be required for smaller sites such as those that have particularly sensitive or complex issues. This will need to be agreed with KCC .

However, sites of all sizes and types (including change of use and extensions etc) should apply the Decide and Provide principles.

The need for physical highway mitigation will be determined through scenario testing. Some developments may require junction improvements regardless of scenario, but developers are likely to find that a bigger scheme will be warranted for the 'standard' trip rates and smaller schemes are likely to be required for the 'sustainable' scenarios. Some developments may only require junction improvements for 'standard' scenarios. Some developments may not require any junction improvements at all. Where there is a highway safety impact that cannot be addressed by sustainable measures, physical mitigation is likely to be required. Where physical mitigation is required for any scenario, it is imperative that a scheme is produced and agreed with KCC so it can be secured as a planning Condition and give comfort to KCC that this can be implemented, should it be required.

Mitigation is expected to be implemented by the developer under a Section 278 Agreement. In exceptional circumstances (for example, if a scheme is already within a KCC works programme), KCC may consider taking Section 106 contributions and delivering them on behalf of the developer. KCC as Highway Authority need to be included in the S106 (or Unilateral Undertaking if more appropriate) where works are to take place on the local highway network and the trigger for delivery should be agreed at planning stage and secured in the Section 106 Agreement. Where physical mitigation is not required for all scenarios, the requirement for implementation is likely to be determined through the Monitor and Manage approach.

The Monitor and Manage approach allows a chance for the site to be occupied and monitored to determine what level of trips are being generated. If a development only requires mitigation in the 'standard' scenario, the mitigation will not need to be implemented unless, after implementing a range of sustainable measures, this 'standard' level of trips is being generated. If monitoring shows the site is generating the 'sustainable' level of trips, the mitigation may not be required.

Whilst the Decide and Provide approach has been discussed for some time, its implementation is still in its infancy and its requirements may therefore change as the process is consistently tried and tested.

This Guidance document sets out how the Decide and Provide approach should be used in the development of Transport Assessments for sites within Kent.



Transport Assessments and Transport Statements

Transport Assessments

A Transport Assessment is a comprehensive technical document that assesses in detail, the transport proposals, issues and implications of a development proposal, for all transport modes. Where required, a Transport Assessment will set out measures to improve accessibility to and from the site to an appropriate level for the intended use, and reduce the impacts of the development on the local highway network. It is an impartial report, typically undertaken by a competent professional employed by the developer and usually includes evidence to support the application including safe and suitable access for all modes, and strategic / detailed junction capacity modelling.

When will a Transport Assessment be required?

Whether or not a Transport Assessment will be required will depend on the size, nature and location of the development. Applicants should liaise with KCC at an early stage in the planning application process to determine whether a Transport Assessment is likely to be needed to support an application.

It is recommended that applicants engage in pre-application discussions in order to agree what level of assessment is required (Transport Assessment, Transport Statement, Travel Plan) and the key contents. Further information on the pre-application service can be found under the 'highway pre-application advice' section of the KCC website, or by following this link: [Highway pre-application advice - Kent County Council](#). KCC charge for the pre-application service, with fees dependant on the size of the development and type of application.

As a general rule, a Transport Assessment will be required in the following cases:

1. Where there are particular transport, accessibility or environmental issues in connection with the proposed site;
2. In any case where the developer exceeds the threshold given in the following table (or in the Highway Authority's view, when a combination of uses would generate enough person trips to warrant a Transport Assessment):

Use Class	Threshold
B2 General industrial	5000sqm
B8 Storage or Distribution	4000sqm
C1 Hotels	100 Bedrooms
C2 Residential institutions	100 parking spaces
C3 Dwellinghouses	100 houses or flats
C4 Houses in multiple occupation	100 bedrooms
E(a) Display or retail sale of goods, other than hot food	1000sqm
E(b) Sale of food and drink for consumption (mostly) on the premises	1000sqm
E(c) Provision of:	
E(c)(i) Financial services,	2500sqm
E(c)(ii) Professional services (other than health or medical services), or	2500sqm
E(c)(iii) Other appropriate services in a commercial, business or service locality	2500sqm
E(d) Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink,)	1000sqm
E(e) Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)	2500sqm
E(f) Creche, day nursery or day centre (not including a residential use)	2500sqm
E(g) Uses which can be carried out in a residential area without detriment to its amenity:	3000sqm
E(g)(i) Offices to carry out any operational or administrative functions,	2500sqm
E(g)(ii) Research and development of products or processes	3000sqm
E(g)(iii) Industrial processes	5000sqm
F1 Learning and non-residential institutions	
F1(a) Provision of education	All locations
F1(b) Display of works of art (otherwise than for sale or hire)	Individually Assessed
F1(c) Museums	Individually Assessed
F1(d) Public libraries or public reading rooms	Individually Assessed
F1(e) Public halls or exhibition halls	Individually Assessed
F1(f) Public worship or religious instruction (or in connection with such use)	Individually Assessed
F1(g) Law courts	Individually Assessed
F2 Local community	
F2(a) Shops (mostly) selling essential goods, including food, where the shop's premises do not exceed 280 square metres and there is no other such facility within 1000 metres	1000sqm
F2(b) Halls or meeting places for the principal use of the local community	1000sqm
F2(c) Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)	1000sqm
F2(d) Indoor or outdoor swimming pools or skating rinks	1000sqm
Sui Generis	Individually Assessed

Table 1. Transport Assessment Thresholds

What Does a Transport Assessment Need to Include?

The following information provides a general scope of what should be included within a Transport Assessment.

The Transport Assessment does not need to follow the exact order set out below, but all the information should be contained within it, or within supporting documents e.g. Parking Strategies or Transport Strategies.

Introduction

This section should set out the background to the site, its existing use and provide a brief description of the development proposals. Importantly, based on the Decide and Provide approach, this section should set out a clear vision for the site, focussed on creating an environment where walking, cycling and using public transport are not only a realistic choice for journeys but often provide a benefit over the private car. This principle should be the foundation of the development.

Existing Access to the Site

This section should provide a description of the existing access to / from the site by all modes.

For walking and cycling this should include a Walking and Cycling Audit of the type and quality of the existing routes and Public Rights of Way to key destinations such as bus stops, train stations, shops, schools, leisure uses and GP surgeries. The Audit should include, but not be limited to:

- ▶ The distance to key attractors;
- ▶ whether routes are direct, easy to navigate and have appropriate crossings with sufficient visibility;
- ▶ whether footways and cycle routes are wide enough to accommodate the expected flows and are in accordance with KDG and LTN 1/20;
- ▶ whether there are accessible features such as dropped kerbs and tactile paving in all appropriate locations;
- ▶ whether people were observed crossing in inappropriate or dangerous locations, indicating a desire line is not being provided for;
- ▶ whether the surfacing is cracked, damaged or prone to flooding / ponding;
- ▶ whether vegetation is encroaching onto the route, reducing its width;
- ▶ whether there is footway parking reducing the width of the footway and creating potential safety issues;
- ▶ whether the route is well lit;
- ▶ whether the route feels safe and is safe;
- ▶ what type of cycle infrastructure is available (e.g. on carriageway, shared, segregated, stepped);
- ▶ whether high quality cycle parking is available at key destinations;
- ▶ whether seating and shade is available on the route to allow people (particularly older or less able-bodied people) to rest; and
- ▶ any other issues relevant to the site.

For public transport, an audit should include (but not be limited to) the following information:

- ▶ the walking and cycling distance to the nearest stops and stations;
- ▶ a description of the quality of and facilities available at the stops and stations;

- ▶ frequency of buses / trains;
- ▶ key destinations and routes served by the stops and stations;
- ▶ types of ticketing available (e.g. cashless, multi modal);
- ▶ whether there is a mobility hub offering the chance for seamless modal transition (e.g. cycle parking at bus stops, car clubs or bike hire at train stations);
- ▶ for some developments the applicant will need to investigate whether there is sufficient capacity available on the relevant public transport services;
- ▶ whether the existing provision is in line with LTN 1/24.

For vehicles, an audit should include (but not limited to), the following information:

- ▶ key routes and route designation (e.g. strategic / primary / secondary/ tertiary);
- ▶ width of the carriageways (including any pinch points) and their appropriateness to accommodate development traffic;
- ▶ whether they are appropriately lit;
- ▶ the speed limit;
- ▶ whether there are any vehicle restrictions e.g. weight or prohibited routes;
- ▶ any other issues observed e.g. flooding, excessive speeds, parking.

A personal injury data assessment using the past five years' data for the study area (to be agreed with KCC) will be required to demonstrate whether there are any existing cluster sites, recent changes to personal injury collisions, or high risk factors in the local area that could be exacerbated by the development trips. If cluster sites or high risk factors are found, mitigation may be required to reduce or eliminate the development's impact. Crash data can be obtained (for a fee) by contacting crashdata@kent.gov.uk. Please note that third party websites do not usually hold the most recently available data, or the required level of detail regarding the incidents. Data that was affected by the Covid 19 pandemic should be highlighted and treated with caution. Crash data should also be analysed using ViDA (vida.irap.org), the online crash data analysis tool developed by the International Road Assessment Programme (iRAP).

Development Proposals

This section should provide a description of the development proposals including size, quantum and the planning use class(es) being applied for.

A description of the proposed access by all modes, both internal and external to the site should be provided. Layouts should be designed to accommodate all modes of transport and in line with NPPF, priority should be given to pedestrian and cycle movements and facilitating access to high quality public transport.

For walking and cycling, this section should include a description of the proposed facilities within the site, how these facilities and routes connect to the existing network to create cohesive routes to key destinations, and based on the audit in the previous section, set out any improvements required and proposed.

If any improvements to existing routes are proposed, these should be shown on a scaled plan so that this can be conditioned to any planning permission granted. The highway boundary should be highlighted to ensure the schemes are deliverable. This information can be obtained by contacting the KCC Highway

Definition Team on highwaydefinitionsearches@kent.gov.uk. Sustainable measures are likely to be required to be implemented prior to first occupation.

A description of the proposed on-site cycle parking facilities should be provided, including how the cycle parking will be secure, and ensuring that routes to / from the store / parking area are of an appropriate width and height to accommodate cyclists without the need to dismount early. Cycle parking located to the rear of properties should have an accessible route to the highway; residents should not be made to transport cycles through the house or move motor vehicles onto the street to allow the access and egress of bicycles. In line with the Decide and Provide approach, and National and Local planning policy (and depending on the size of the site), the proposals should include most, if not all of the following (as appropriate):

For walking and cycling:

- ▶ high quality, attractive walking routes to key destinations both within and outside of the site, consisting of direct routes which are generous, overlooked footways that reflect the predicted footfall levels, routes separated from busy vehicular routes with large verges that will sustain proposed landscaping proposals, appropriate accessible infrastructure such as dropped kerbs and tactile paving and where relevant, appropriate crossings that are on key desire lines;
- ▶ high quality segregated cycle lanes both within the site and to key destinations, that are overlooked, continuous (cyclists should not need to dismount and barriers should be removed), and provide dropped kerbs and appropriate crossing points (in line with LTN 1/20) where required. Where cyclists have to travel on carriageway (i.e. tertiary roads), the proposals need to include transitions between the cycle route and carriageway;
- ▶ high quality, safe and attractive cycle parking at home and at destinations, including provision suitable to accommodate adaptive cycles;
- ▶ mobility hubs including up to date travel information, bike repair facilities, parcel lockers, electric vehicle charging points, car club vehicles;
- ▶ cycle hire including both standard and adapted bikes such as adult trikes (for those who may struggle with balance), cargo bikes (for those who may want to use it to carry young children or goods).

For public transport this should include a description of any new bus stops, bus routes frequencies and other infrastructure to be provided. Where buses are proposed to penetrate the site, the layout should be designed with bus priority such as bus gates and bus lanes. Where Fastrack buses are proposed to run through the site (currently applicable to some sites in Dartford, Ebbsfleet, Gravesham and Dover), dedicated 6.75m Fastrack lanes will be required. Infrastructure should be designed in line with LTN 1/24.

Incentives such as a free annual bus ticket offered to each household should be considered. Experience of this at sites in Kent (e.g. The Bridge development and the Amazon site in Dartford) shows this can lead to a significant public transport mode share, and other major sites within Ebbsfleet and Gravesham are following suit). Such incentives can be key to helping 'unlock' development within Kent, particularly where the potential for network improvement is low.

For vehicles, this section should include descriptions of proposed routes, road types (primary, secondary, tertiary), carriageway widths, speed limits, any restrictions and how these accord with related masterplans and design codes as well as Kent Design Guide, Manual for Streets and Design Manual for Roads and Bridges (as appropriate). Layouts should be designed with natural speed reduction features, and widths which are appropriate for areas with high levels of pedestrians and cyclists.

Measures such as car share only bays, electric vehicle charging facilities and provision of (or appropriate access to) car clubs within a short walking distance of dwellings to reduce the need for private car ownership or second cars, will be expected, the latter incorporating a year's free membership and an allowance of free driving credit to encourage take up (e.g. £50). In highly sustainable locations, and depending on the parking standards of the Local Planning Authority, low parking provision or car free developments should be considered, although these must be supported by appropriate on street parking controls to avoid ad-hoc and irresponsible parking in unsuitable and potentially dangerous areas.

Vehicle tracking will be required for changes to the highway, new access points and the routes through the site. The vehicle to be tracked will depend on the proposed use of the site but is generally as follows:

- ▶ 11.4m refuse vehicles for residential sites (to avoid excessively large bell mouth junctions it may be acceptable for the refuse vehicle to cross the centreline);
- ▶ 12m standard buses for residential sites with bus access;
- ▶ 12.2m electric buses and 18.1m articulated buses for sites with Fastrack access (currently applicable to Dartford, Ebbsfleet, Gravesham and Dover);
- ▶ 16.5m HGV for non-residential uses (or larger if the site is likely to use 18m HGVs).
- ▶ 10m delivery vehicles or 7.5ton box van (as appropriate)
- ▶ Tracking of a large car may be required for some parking bays.
- ▶ Fire Tenders

Access proposals should be accompanied by a scaled plan showing the layout, geometry, on-street restrictions e.g. double yellow lines, and vehicle and pedestrian visibility splays in accordance with Manual for Streets, Kent Design Guide and / or DMRB (as appropriate). Any areas to be 'Stopped Up' or where kerbs need to be reinstated, should also be highlighted.

Larger sites (generally serving over 300 residential units) should generally have two points of access or a loop with a short connection to a single point of access, to improve permeability and resilience. A separate emergency access should be generally provided for sites with over 50 residential units and /or if considered necessary by the emergency service providers. Emergency access points should be a minimum of 3m in width so they can also serve as an additional pedestrian and cycle access.

Proposals for refuse collection should include a scaled plan showing the location of the bin stores, the routes to/from the stores (including widths), and the distances, to demonstrate the routes meet the maximum drag distances for site users and refuse collectors, permitted within the standards.

A Stage One Road Safety Audit should be undertaken for any proposed changes to the local highway network and where highway user behaviour is impacted upon by a proposal,. The Audit results and the Designer's Response should be provided within the Transport Assessment for review.

Where possible, a plan should be provided showing the areas likely to be proposed for adoption by KCC. If unknown, a statement should be provided to clarify whether the Applicant intends for the site to be adopted. It is necessary to offer spine roads accommodating bus services for adoption, and those roads where traffic signals are proposed

Any advice given by the KCC Asset team as part of the free Outline Technical Review process should be presented in the Transport Assessment.

For Full or Reserved Matters Applications, a description of the proposed vehicle and cycle parking provision in terms of numbers, how this is apportioned (standard bays, accessible bays, Electric Vehicle (EV) bays, van bays, motorcycle bays, cycle parking for adaptive cycles, mobility scooters etc.), and how the provision aligns with relevant Local Planning Authority / KCC parking standards, should be provided and supported by a scaled plan showing the proposed parking layout, including bay dimensions. For housing developments, this should include vehicle and pedestrian visibility splays for each driveway or vehicle crossover so these can be secured by planning condition, should permission be granted by the LPA. Any proposals for parking restrictions should be set out and where relevant, shown on a scaled plan.

For large sites, where Outline permission is being sought, the principles of the future vehicle and cycle parking provision should be set out, to demonstrate how these will align with the Decide and Provide approach and the vision of the site.

Cyclists should not be made to dismount before reaching the cycle parking / store; cycle parking located in private gardens must have an unobstructed and accessible route to the highway, avoiding the need to take a cycle through the house. Cycle parking should be located on ground level.

Development Related Traffic - Scenario Testing

This section will set out the likely Scenarios to be tested.

Scenario One will be an ‘Observed’ vehicle assessment scenario based on traffic data obtained for the study area (to be agreed with KCC). Traffic surveys will generally need to cover AM (0700-1000) and PM (1600-1900) weekday / 1100-1400 weekend peak hour turning movement data (as relevant) and be undertaken on a neutral day and outside of school holidays. Five minute queue counts should be recorded (at five minute intervals for priority junctions and at the start of the green phase for signal junctions) and a minimum of one week’s Automatic Traffic Count Data should be obtained to validate the counts and provide speed data & vehicle types. Where controlled pedestrian / cycle crossings are located within the study area, push button demand may be required to enable traffic models to replicate observed demand.

Traffic survey data must be no older than three years at time of submission and any comparison to older data must not include data obtained during the Covid-19 pandemic, as these flows are unlikely to be representative of general traffic patterns post covid. Key observations should be provided (e.g. queues blocking back to adjacent junctions, some lanes not being used), and the results should be set out in a turning movement diagram showing the highest one-hour weekday AM, PM / weekend (as appropriate) traffic at each junction within the study area. It is important to note that the turning movements for junction modelling need to show ‘demand’ i.e. turning movements plus queue demand (demand at the end of the hour minus demand at the beginning of the hour), rather than just those vehicles who travelled through the junction.

Whilst new data collection is usually preferable, KCC do hold a wide range of traffic count data which may be available for purchase. Further information can be obtained by emailing trafficsurveys@kent.gov.uk.

Scenario Two will be the ‘Future Baseline’ scenario which, whilst this should be agreed with KCC, is generally five years post opening (particularly for allocated sites with short build out periods), ten years where impacts are likely to affect the Strategic Road Network, and / or the end of the Local Authority Local Plan Period, whichever is later. The ‘Future Baseline’ scenario is created by applying a growth factor to the ‘observed’ scenario (Scenario One) which is typically extracted from TEMPro for cars, and from the National Traffic Forecasts for HGVs, plus any committed development that may impact the study area (being careful

not to double count sites from TEMPro). Growth rates should reflect standard TEMPro growth; any scenarios using the TEMPro Behaviour Change factors should be highlighted and will need to be agreed with officers prior to use. The results should be set out in a turning movement diagram showing the AM, PM / weekend traffic flow turning movements at each junction.

Scenario Three is likely to be the 'Future Baseline with Development' scenario and will be determined by adding the Site's proposed traffic generation to the 'Future Baseline' trips (Scenario Two). The Trip Generation and Distribution Analysis should be undertaken using standard industry software such as TRICS, or using a first principles approach (based on evidence and to be agreed with KCC), and provide a description of how the trips have been distributed across the network. Due to the 2021 Census being undertaken during the Covid-19 pandemic, a comparison with the 2011 Census data and / or additional evidence may be required to support the assumptions. Internalisation factors can be considered, but must be appropriately evidenced and may be different in each scenario e.g. a school may be proposed but not open for the first five years. A standard TRICS assessment is preferred. The trip generation will usually need to be based on the highest generating use within the planning use class. Alternatively, KCC, in agreement with the Local Planning Authority, may accept a planning condition that restricts the site to the proposed use only.

Scenario Four is likely to be the same as Scenario Three but with reduced trip rates reflecting an improved sustainable travel offer, in line with the Transport Assessment and Travel Plan. The revised trip generation will need to be approved by the KCC and be based on appropriate evidence. The monitor and manage approach would check these results are being met throughout the scenario years.

Additional scenarios may be required. These could be due to where the development is likely to be built out over a number of years and infrastructure is not all being provided up front, where the Applicant would like to test a range of trip generation assumptions, where major infrastructure is likely to come forward but is not yet committed, or where sensitivity assessments are required. The results of these capacity and impact accumulation assessments will determine whether mitigation is required and whether a monitor and manage strategy should be adopted.

It is strongly recommended that Applicants engage in pre-application discussions with KCC to agree details and scenarios to be assessed that are appropriate for individual sites.

The results of all scenarios should be set out in turning movement diagrams showing the AM, PM / weekend traffic flow turning movements at each junction within the study area and also as a percentage increase in traffic when compared to the future baseline flows.

Junction Capacity Modelling

KCC operate a transport modelling service for public and private sector organisations and businesses within, or with an interest in, Kent. The model is a strategic VISSUM model which covers all of Kent and Medway.

For larger developments (typically those over 200 units / 2000 sqm and larger sites not allocated in the Local Plan), use of the strategic Kent Transport Model is likely to be required, supported by more detailed local junction modelling. Further information regarding the Kent Transport Model can be found here: [Kent Strategic Model service - Kent County Council](#).

Local junction capacity modelling for junctions within the study area should be undertaken using standard junction modelling software (Junctions (ARCADY/PICADY), LinSig, VISSIM etc) for each scenario. Site access

points must be modelled for the future scenarios. Geometry used for modelling purposes must be shown on a scaled plan and modelling outputs provided for review.

Mitigation

Mitigation proposals should be set out where required, noting that road capacity schemes should not be considered until all other sustainable options have been explored and their benefits assessed. Where mitigation does include improvements to junctions, additional modelling will be required to demonstrate its impact. Scaled plans are required showing proposed geometry, visibility splays and vehicle tracking.

Physical mitigation requirements resulting from the personal injury collision data analysis at junctions or along routes where development traffic is likely to have an impact, should be highlighted as being required for these reasons.

A Travel Plan will be required for all sites that meet the thresholds set out in Table 2, or where otherwise requested by KCC. The vehicle trip rates set out in the Transport Assessment will be used to form the basis of the Travel Plan targets, which will be monitored on an annual basis. A Travel Plan Toolkit fund should be secured to ensure that mitigation measures agreed by KCC, or other remedial measures can be implemented, should the Travel Plan targets be exceeded. The amount secured will vary on a case by case basis, depending on the site, how sustainable it is, what measures have already been secured and the cost of additional measures that could be implemented etc. This funding would only be used if targets are breached.

Monitoring

In order for the Decide and Provide approach to be successful, effective monitoring will be required, to be undertaken by the Travel Plan Coordinator appointed by the developer. Further information is set out within the Travel Plan Monitoring section of this document. The monitoring strategy could be set out within the Travel Plan or for larger or more complex sites, be provided as a stand-alone document or part of a Transport Strategy which would tie the transport proposals together and set out timescales for delivery of phases and infrastructure.

Policy

This section should provide a review of relevant National, Regional (where relevant) and Local planning policy and set out how the proposals align with it. Any areas that do not accord with the policies must be highlighted.

Summary and Conclusion

This section should summarise the document and draw conclusions as to the impact of the development on the highway network for all modes.

Additional Documents

For major sites, where build outs are likely to be over a significant time, or where sites are complex or shared use, additional documents may be required as part of or in addition to the Transport Assessment . These include:

- ▶ Transport Strategies - tying the transport proposals together and setting out timescales for delivery of phases and infrastructure;

- ▶ Monitor and Manage Strategy – setting out the monitoring and review methodology, proposals and timescales.
- ▶ Parking Strategies - setting out the principles of the parking proposals at Outline application stage, or providing detailed information at the Full Application stage;
- ▶ Demolition / Construction Management Plans - where there is concern that construction vehicles would have difficulty accessing the site or there are other highway related issues. However, Construction Management Plans are typically secured as a planning condition, to be submitted to and approved by the LPA prior to commencement.

Transport Statements

A Transport Statement is a simplified version of a Transport Assessment that is required where there will be an impact on the highway, but it is unlikely to be significant.

When will a Transport Statement be Required?

Applicants should liaise with the Local Planning Authority at an early stage in the planning application process to determine whether a Transport Statement is likely to be appropriate. The decision as to whether the document will be a Transport Assessment or Transport Statement, will be at the KCC officer's discretion. However, for smaller sites of up to 100 dwellings a Transport Statement would likely provide the appropriate level of detail.

What does a Transport Statement need to Include?

A Transport Statement will generally follow the methodology for Transport Assessments, set out above. However, it will not usually include junction capacity assessments. Nevertheless, Transport Statements will be expected to prioritise and promote sustainable travel, in line with National and local policy.



Travel Plans

At the core of the planning system is a presumption in favour of sustainable development, which applies to both plan making and decision taking. A key tool to facilitate this positive planning approach is a Travel Plan. In this context a Travel Plan should be viewed as a development enabling tool.

What is a Travel Plan?

A Travel Plan is a long term strategy for managing multi-modal access to a site, promoting sustainable modes and reducing the proportion of car based trips. Travel Plans help to enhance the accessibility and transport efficiency of the site, while minimising any adverse impact on either the local highway network or on other elements of the local transport system.

Provision of an effective Travel Plan will never be able to justify the siting of a development in an unsuitable location. However, a sufficiently strong Travel Plan may help to counterbalance the disadvantages of a site.

In order for a Travel Plan to succeed, it is vital that the requirements are clear and commensurate to the type and scale of development.

A Travel Plan is a 'live' document and is likely to need to evolve with time in accordance with changing circumstances and as phases of larger sites are completed. It is not to be regarded as a 'quick fix' (although it can include 'quick win' measures) and time and effort need to be put in overtime to ensure success.

The presentation of a high quality Travel Plan may be an important factor in determining the acceptability of planning applications.

When will a Travel Plan be required?

The table below sets out the general thresholds for when a Travel Plan will be required. However, the size of a site should not be the only determining factor when considering the requirement for a Travel Plan. In some cases, the location of the site, such as those located in congested areas or within an Air Quality Management Area, may warrant a Travel Plan to be implemented.

Travel Plans can be developed by employers or other organisations to improve business efficiency, support staff travel, be a good neighbour or reduce their environmental footprint, even where a planning application is not being made.

Construction Worker Travel Plans may be required where the construction of a site is likely to attract a high number of trips or have other implications for the highway. This would be developed in the same way as a standard Travel Plan but adapted for employees rather than residents / visitors.

The key requirement is to ensure that the justification and basis for the Travel Plan is understood and appreciated by all parties and that the process for implementation, monitoring and possible enforcement is clearly mapped out.

Use Class	Threshold
B2 General industrial	5000sqm
B8 Storage or Distribution	4000sqm
C1 Hotels	100 Bedrooms
C2 Residential institutions	100 parking spaces
C3 Dwellinghouses	100 houses or flats
C4 Houses in multiple occupation	100 bedrooms
E(a) Display or retail sale of goods, other than hot food	1000sqm
E(b) Sale of food and drink for consumption (mostly) on the premises	1000sqm
E(c) Provision of:	
E(c)(i) Financial services,	2500sqm
E(c)(ii) Professional services (other than health or medical services), or	2500sqm
E(c)(iii) Other appropriate services in a commercial, business or service locality	2500sqm
E(d) Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink,)	1000sqm
E(e) Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)	2500sqm
E(f) Creche, day nursery or day centre (not including a residential use)	2500sqm
E(g) Uses which can be carried out in a residential area without detriment to its amenity:	3000sqm
E(g)(i) Offices to carry out any operational or administrative functions,	2500sqm
E(g)(ii) Research and development of products or processes	3000sqm
E(g)(iii) Industrial processes	5000sqm
F1 Learning and non-residential institutions	
F1(a) Provision of education	All locations
F1(b) Display of works of art (otherwise than for sale or hire)	Individually Assessed
F1(c) Museums	Individually Assessed
F1(d) Public libraries or public reading rooms	Individually Assessed
F1(e) Public halls or exhibition halls	Individually Assessed
F1(f) Public worship or religious instruction (or in connection with such use)	Individually Assessed
F1(g) Law courts	Individually Assessed
F2 Local community	
F2(a) Shops (mostly) selling essential goods, including food, where the shop's premises do not exceed 280 square metres and there is no other such facility within 1000 metres	1000sqm
F2(b) Halls or meeting places for the principal use of the local community	1000sqm
F2(c) Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)	1000sqm
F2(d) Indoor or outdoor swimming pools or skating rinks	1000sqm
Sui Generis	Individually Assessed

Table 2. Travel Plan Thresholds

How are Travel Plans Secured?

A Travel Plan can be enforced by one of two ways; by planning condition (attached to planning permissions and are enforced by the Local Planning Authority) or by Section 106 of the Town and Country Planning Act 1990, known as a Section 106 Agreement, which is enforceable by KCC providing they are party to the S106 Agreement.

For the majority of smaller developments, a Planning Condition is the appropriate tool to secure a Travel Plan. However, for larger sites where either a Section 106 Agreement is being developed in relation to other Obligations, the ongoing monitoring requirement is fundamental to the operation of the local highway network, or a contribution is required to finance the necessary ongoing engagement of the planning/highway authority in supporting and monitoring the Travel Plan, the Travel Plan should be secured through a S106 Agreement. KCC prefer to secure Travel Plans through a Section 106 Agreement with the Developer as it gives elected members, officers and the organisation developing or occupying the site a greater sense of purpose and confidence in what has been agreed.

In cases where the highway network is reliant on a successful Travel Plan, a Monitor and Manage approach is being applied, and where KCC is a member of a Transport Review Group, KCC may require a monitoring fee. This is also secured through the S106 Agreement.

Types of Travel Plan

There are generally two types of Travel Plans. A Framework Travel Plan and a Full Travel Plan. However, where sites do not meet the thresholds or requirements of a Framework or Full Travel Plan, a Travel Plan Statement or Travel Information Pack may be required.

Framework Travel Plan

Framework Travel Plans are usually required for mixed use sites where on site details and occupiers are not yet known, or where the Applicant is not the final developer. Both scenarios are usually associated with Outline planning applications. Framework Travel Plans set out the key strategic role and commitments for the development site as a whole, including:

- ▶ the aim and objective of the site in terms of sustainability;
- ▶ the transport strategy for the site including physical infrastructure and general principles;
- ▶ minimum standards that will be adhered to (e.g. cycle parking, vehicle parking);
- ▶ sustainable travel measures that can either be committed to at this stage or those that must be considered for implementation by the subsequent Full Travel Plans;
- ▶ clearly defining the role of the developer, Travel Plan Coordinator, site management and individual occupiers;
- ▶ details of any linked S106 contributions e.g. support for bus services, off-site highway works, a Travel Plan Toolkit Fund;
- ▶ trip generation targets and modal share predictions based on those set out within the Transport Assessment; information as to how the site will be monitored and the type and scale of remedial measures to be considered and implemented should the targets not be achieved;
- ▶ a clear timeline and pathway for the development and approval of the Full Travel Plan;

- ▶ details of a Transport Review Group that should be established by the Travel Plan Coordinator (applicable to larger sites).

A Framework Travel Plan may, under certain circumstances, be submitted or secured as part of a Full Planning Application, provided there is a clear and agreed pathway for submission of a Full Travel Plan.

Full Travel Plan

A Full Travel Plan is most often submitted alongside a Full Planning Application, a Reserved Matters Application following the granting of Outline planning permission, or is required by a planning condition to be submitted to and agreed by the LPA prior to first occupation of the site. A Full Travel Plan and any associated baseline surveys must be current. Where there is a delay of more than 18 months between the Full Travel Plan being approved and occupation of the site, the Travel Plan should be reviewed and resubmitted.

A Travel Plan planning condition should not be formally discharged until the implementation and monitoring requirements have been fulfilled; typically, five years post occupation / full build out. A Full Travel Plan should set out the above information contained with a Framework, but should provide further details and commitments, as all elements should be known. In some cases, it may be deemed appropriate for a Full Travel Plan to be developed on a site wide basis to be overseen by the Developer or Site Management Company. Alternatively, the requirement may be devolved to individual occupiers. Where the former occurs, it is important that the Travel Plan is worded in such a way as to ensure that the developer or site management company retains overall accountability for the submission of the individual Full Travel Plans by individual occupiers.

On major development sites the information that would be contained within a Full Travel Plan may instead be incorporated within a Transport Strategy, rather than being a standalone document. The Strategy would need to be monitored, reviewed and updated at regular intervals, as per a standalone Travel Plan, and could also act as a Framework Travel Plan for smaller parcels within the site who meet the thresholds for developing their own Travel Plan.

Travel Information Packs

Sites which do not meet the thresholds for developing a Travel Plan, but which are considered to have highway issues or are located in sensitive areas e.g. Air Quality Management Areas, should still have a Travel Information Pack which is distributed to occupants / new employees (as appropriate), prior to occupation / prior to their first day of work, in order to set the tone of the development, encourage sustainable travel and highlight any issues that site users should be aware of. Where the site is part of a larger planning permission, the Travel Information Pack should be in line with any Framework / Full Travel Plan developed for the entire site. As a minimum, Travel Information Packs should contain:

- ▶ information about the site;
- ▶ the reason for the Travel Information Pack and the aims and objectives;
- ▶ sustainable travel options available to site users (e.g. information on local bus and train services, location of bus stops and train stations, walking and cycling routes, cycle parking, local car club and car scheme schemes etc.);
- ▶ measures put in place by the occupier to encourage sustainable travel (e.g. cycle parking or bus vouchers);

- ▶ vehicle targets (only applicable to those Travel Information Packs that are being developed in line with an associated Framework or Full Travel Plan);
- ▶ contact information for the Travel Plan Coordinator.

Research shows that the best time to influence travel behaviour is from the outset, before unsustainable travel habits begin to form. Therefore, whilst the above would not be monitored, it would set the tone for the site and make site users aware of the options available to them.

What Should be Contained Within a Travel Plan?

As a minimum, a standard Travel Plan should contain the information set out below.

Please note, whilst the below content will be applicable to School Travel Plans, KCC have a dedicated school Travel Plan officer and the scope should be discussed with the Jambusters team. Details can be found here: [Travel Plan Management System](#).

Introduction and Background

This section should set out information related to the site including the site location, size, use of the site, and any associated planning permission e.g. Application number, relevant planning condition and / or S106 requirement (if relevant). If there is any history that the reader should be aware of e.g. transport related issues at the site, or any issues raised at the planning application stage, this should be set out here.

The responsibilities and reporting structure relating to Travel Plan implementation (internal and developer / site management / occupiers) should be set out. An outline of national, regional (where relevant) and local policy context should be provided.

Site Details

This section should set out the details of the site's operation, including number of employees and visitors, opening & closing times / shift patterns, and typical vehicle types that are likely to use the site on a day to day basis.

Details of the number of parking spaces provided for cars, cycles and motorcycles including car share bays, car clubs, disabled spaces, adapted cycle parking spaces and visitor parking should be provided and be supported by plans for more complex sites. Proposed accessibility to the site by all modes should be set out, including details of routes and frequencies of buses, walking and cycling routes, whether all routes are accessible for all users. Any issues associated with the accessibility e.g. the routes are unlit or often flooded, parking occurs on the footway outside the site, surfacing is damaged, must be highlighted. This information may be readily available from a Walking and Cycling Audit undertaken as part of an associated Transport Statement / Transport Assessment, although where a significant amount of time has passed since the documents were produced, this may need to be updated.

Aims and Objectives

This section should set out a clear aim and a set of objectives describing how the aim is going to be achieved. Where the Travel Plan is linked to a Transport Assessment and Travel Plan, this should incorporate the vision for the site.

Targets

This section should set out the targets that are to be achieved within the life of the Travel Plan and at an appropriate interim stage (or stages, depending on the build out program). The targets must be SMART (Specific, Measurable, Actionable, Realistic and Targeted) and should be directly related to the site rather than being a generic target.

If the Travel Plan is being developed in association with a planning application that required a Transport Assessment or Transport Statement, the targets should be set based on the traffic generation outlined within those documents, as a starting point, as this level of traffic generation was assessed and approved at planning. The targets can be increased based on the results of the first monitoring survey period, but they must not result in car based traffic generation being higher than the level of traffic generation assessed in the Transport Assessment or Transport Statement.

Travel Plan Coordinator and Transport Review Group

This section should set out the role of the Travel Plan Coordinator (TPC). The role will vary depending on the size of the development and the whether the site is dependent on the Travel Plan to reduce car based trip to/from the site. As a minimum, the TPC is responsible for the development and implementation of the Travel Plan along with the annual Travel Plan review. The TPC should be the point of contact for any transport related issues on site and contact details should be contained within the Travel Plan and updated when necessary. Where Travel Information Packs are to be distributed, it will be the responsibility of the TPC to prepare these and distribute them to the appropriate people. For major sites, particularly those with long build outs, the Travel Plan Coordinator may need to establish a Transport Review Group (TRG); further information on the TRG can be found in the monitoring section. The TPC must be appointed a minimum of three months prior to occupation in order to allow time to implement the measures that have a 'prior to first occupation' trigger.

Measures

A successful Travel Plan needs to put measures in place that will enable and encourage site users to access the site using sustainable modes.

This section should set out the measures to be implemented in support of the aim and objectives of the Travel Plan and the vision for the site. The number and scale of the measures will vary depending on size and location of the development and what measures are already in place to encourage sustainable travel. For example, a site with excellent high quality segregated cycle lanes, cycle parking, high frequency bus provision, bus lanes, and local amenities, are likely to need fewer measures to encourage use of these modes. Whereas sites that are not well connected to a high quality network of walking and cycling corridors, where bus provision isn't 'turn up and go', and where there is ample parking with no restrictions, may need a comprehensive suite of measures to encourage modal switch.

The package is likely to consist of both 'hard' measures (such as reduced parking provision, and parking controls) and 'soft' measures (such as providing information on the health benefits of sustainable travel, walking and cycling information and high quality cycle parking).

Travel Plans for smaller developments may include information on local walking and cycling routes to key destinations, distance to local facilities by different modes, details of car share bays, cycle to work schemes etc. Larger schemes are likely to include further measures such as cycle hire schemes (including adapted

bikes and cargo bikes), car clubs (with one year's free membership and an allowance of driving credit for each house), mobility hubs, and a free annual bus ticket for each house etc.

In addition to hard measures, School Travel Plans may provide measures such as a walking bus, cycle training, information on the health benefits of walking and cycling to school, event days etc.

Under the 'Decide and Provide' approach, most or all of these measures are likely to have been secured at the planning application stage.

A timetable should be provided setting out when each measure will be implemented by the Travel Plan Coordinator.

Monitoring and Review

Travel Plans are live documents that must be consistently subjected to monitor and review. Monitoring of a Travel Plan must therefore be undertaken on an annual basis, although more frequent monitoring may be required for complex sites or where there are significant issues.

The monitoring process is usually undertaken by the Travel Plan Coordinator, often with third party assistance by survey companies.

Where the site has multiple occupiers, monitoring is usually coordinated by the Travel Plan Coordinator for the site as a whole, with assistance from individual TPCs where relevant. In these cases, monitoring is likely to be undertaken in agreement with members of the Transport Review Group.

Monitoring will usually commence one year post first occupation and continue annually (or in line with agreed scenarios) until five years post full occupation, in line with the life of the Travel Plan. Annual surveys will allow any issues to be identified at an early stage where additional measures to encourage sustainable travel can still be implemented and be effective.

Whilst monitoring requirements may vary on a case by case basis, it should generally be undertaken at all access points (including vehicular, pedestrian and cycle, the latter for mode share data calculations) and be undertaken at peak times (or in line with an associated Transport Assessment or Transport Statement). In some cases, 12hour surveys will be required. Vehicle data may need to be collected by Automatic Traffic Counter (known as ATC data) or Automatic Number Plate Recognition (known as ANPR) . Employee surveys may also be required, although they require at least a 80% response rate to provide a reasonable representation of the group. Larger sites may also need to include monitoring of Travel Plan measures e.g. demand for the car clubs, cycle parking, electric vehicle charging bays, and passenger demand for buses.

In some cases, particularly where speed restraint features have been introduced or where there has been a formal reduction in speed limit, vehicle speeds may need to be monitored. The data collection methodology should be set out. The results of the monitoring exercise should be reported in an Annual Monitoring Report and submitted to KCC for review at DevelopmentPlanningEast@kent.gov.uk (for sites in east Kent) or Developmentplanningwest@kent.gov.uk (for sites in west Kent). Monitoring for School Travel Plans should be submitted to the KCC Jambusters website [Travel Plan Management System](#) .

Where targets have been exceeded, or where they are on track to be exceeded, the Travel Plan should set out what mitigation will be implemented (secured at planning under the Decide and Provide Approach) or what remedial measures will be implemented, and timescales for when this will be achieved.

Where measures such as cycle parking or car club use are being monitored and surveys show they are at capacity, the monitoring report should set out how these facilities will be increased to support the demand.

Where a Transport Review Group has been established, monitoring reports should be submitted to the group within one month of the surveys having taken place.

A Transport Review Group (TRG) is usually required for major sites where a long build out is expected. The TRG is a group made up of members from different organisations to discuss transport issues and to keep informed on the monitoring of the Travel Plan.

The TPC must establish the TRG prior to the first monitoring period and members should meet on an annual basis (unless there are particular issues that may require more frequent meetings), ceasing five years post full occupation, in line with the life of the Travel Plan. The TRG should consist of a member from a) the Applicant team, b) KCC, c) the Local Planning Authority, d) other relevant bodies. In addition to establishing the group, the TPC's TRG duties will also include:

- ▶ organising the annual / bi annual TRG meetings;
- ▶ chairing the meetings including writing and distributing meeting minutes;
- ▶ reporting on the progress at the site in terms of build out;
- ▶ reporting on any Travel Plan measures that have been implemented and their success;
- ▶ reporting on any transport related issues including any complaints received, issues with bus services, delays to measures being implemented etc;
- ▶ reporting on the use of Travel Plan funds secured under the S106 Agreement;
- ▶ proposing the methodology for the annual travel surveys (to be agreed by the members);
- ▶ to undertake the annual monitoring surveys and produce an annual monitoring report for distribution to the group members;
- ▶ to implement mitigation measures previously agreed under the planning permission, or remedial measures agreed for implementation by the group members (as appropriate), should the targets be exceeded. These would either be implemented directly by the developer based on schemes agreed at the planning stage, or be funded from the Travel Plan Toolkit fund, should one have been secured at planning; and
- ▶ to prepare the Travel Information Packs for agreement by the group and distribute them to occupants / employees as appropriate.

Please note KCC charge a fee for the monitoring of Travel Plans, to cover time spent ensuring monitoring is being carried out, reviewing reports and attending meetings.

Summary and Conclusions

This section should provide a summary of the document and draw appropriate conclusions.



Contact Details

Kent County Council General Enquiries

For general enquiries please use the contact form here: [complete the general enquiry form](#) or phone us on **03000 41 41 41** (Monday to Friday, 9am to 5pm).

Pre-application Advice

KCC offer a pre-application service where advice can be provided on planning application proposals that will have an effect on any part of the highway. This can be for a small single building proposal to large major development sites.

A fee is charged for this service and further information can be found here: [Highway pre-application advice - Kent County Council](#).

For sites in Ashford, Canterbury, Dover, Folkestone and Hythe, Swale and Thanet, please email DevelopmentPlanningEast@kent.gov.uk. For sites in Dartford, Gravesham, Maidstone, Sevenoaks, Tonbridge & Malling and Tunbridge Wells, please email Developmentplanningwest@kent.gov.uk.

Outline Technical Review

To assist developers and designers, KCC offer a free outline technical review of proposals affecting highway assets. This is separate from the planning process, but will help you to ensure that your proposals will be acceptable to us as the highway authority.

To find out more and request an application form, email assetmanagement@kent.gov.uk.

Travel Plans

The KCC Travel Plan Officer can be contacted at the following address:

Developmentplanningwest@kent.gov.uk.

KCC Jambusters information for School Travel Plans can be found here: [Travel Plan Management System](#).

