Local Development Framework

Adopted

January 2009

Delivering a More Sustainable City

Travel Plans, Cycle Parking and Accessibility Guidance

Coventry City Council

Contents

1.   Introduction

1.1.   This document is one of a series of supporting documents that will provide additional detail and guidance that underpin the Delivering a More Sustainable City Supplementary Planning Document.

1.2.   This supporting document is aimed at helping developers, constructors and planners understand the aspects of sustainable travel in a practical way and in the Coventry context. Links will be made to other Council strategies and policies and other sources of useful information throughout the document.

1.3.   The three elements of this supporting guidance documents include:

- Green travel
- Cycle parking standards
- Accessibility checklist.

2. Travel plans

Background

2.1. This section sets out the Council's requirements for travel plans and identifies when they are required in support of a planning application. Travel plans are an integral part of the government's policies on sustainable transport. The Government White Paper 'A New Deal for Transport' refers to travel plans and identifies their promotion as one of six key objectives for local transport plans. The implementation of travel plans in Coventry will help to achieve national and local targets to reduce congestion, improve air quality and promote sustainable modes of travel.

2.2. Planning Policy Guidance Note 13 (PPG 13 on Transport) published by the government in March 2001 requires submission of a travel plan alongside planning applications for development that will have significant transport implications. In July 2002 the Department for Transport (DfT) and Office of the Deputy Prime Minister published best practice guidance on 'Using the Planning Process to Secure Travel Plans'. This guidance reflects government practice.

2.3. The canal network can provide an alternative means of transport to the car and should form part of a travel plan if at all possible.

What is a travel plan?

2.4. A travel plan is a package of measures to assist in managing the transport needs of an organisation. A successful travel plan will offer users of a business or organisation a choice of travel modes to and from the site and encourage more sustainable patterns of movement.

Objectives of a travel plan

2.5. The main objective of a travel plan is to provide incentives or disincentives for users of a development to reduce the need to travel alone by car to a site. The canal infrastructure is a valuable asset which can provide incentives for users of a development to reduce the need to travel by car.

Benefits of a travel plan

2.6. Whilst travel plans can help to reduce congestion and traffic related pollution for residents in the city, there are also benefits to organisations. These include:

- Producing cash savings, particularly where there is a constrained/congested site, car parking costs are high or parking areas could be put to high value use

- Competitive advantage, by proving company social and environmental responsibility

- Helping recruitment and retention, create a better image and improve public relations, improve employee/pupil well being through healthier forms of travel
- Encouraging flexible working practices and producing a fair approach to travel subsidy and
- Widening choice of travel mode for all those traveling to and from site.
- The canal system widens travel choice for those travelling to and from development sites by accommodating travel by foot, cycle and boat as alternatives to the car. The canal system is an existing form of infrastructure which can accommodate public transport.

Procedure

2.7. For developers it is critical to know when a travel plan is required. This section identifies in which instances the Council will require a travel plan and other scenarios where the Council may require a travel plan.

2.8. Developers are encouraged to consult with the Council at an early stage, preferably before submission of a detailed or outline planning application, as to whether a travel plan is required. Consultation is important as it may influence the design of any final scheme and may have resource implications, which should be identified early on in the development of the scheme.

2.9. All major developments that require a transport assessment will also require a travel plan. The thresholds in table 9 below conform to the Department for Transport's Guidance on Transport Assessments, 2007.

Table 1: Use class threshold for travel plans

Use	Threshold	Comments
Retail		
Food retail	800 sq m.	
Non food retail	1,500 sq m.	
Social, Community and Leisure facilities		
D1 uses, non-residential institutions (except for education, see below)	1,000 sq m.	This will include clinics, health centres, day nurseries, day centres, non-residential training centres and places of worship.

D2 uses assembly and leisure	1,500 sq m.	This includes cinemas, concert halls, swimming baths, gymnasium or area for indoor or outdoor recreation.
Education, schools and higher/further education facilities	All places of education will require a travel plan.	All schools will require a travel plan by 2010
Employment		
	Allocated employment sites in CDP Policy E6 and other employment developments over 10000 sq m.	
B1 offices, research and development and light industrial (B1a, B1b and B1c)	Developments over 2,500 sq m.	
B2 general industrial	Developments over 4,000 sq m.	
B8 distribution and storage	Developments over 5,000 sq m.	
Residential		
	Allocated housing sites in CDP Policy H8 and other residential developments over 10,000 sq m or more than 50 households.	
Hotels		
	100 bedrooms	Emphasis should be on staff travelling to work.
Residential institutions		

	50 beds	Hospital, nursing home or residential school, college or training centre where residential accommodation is provided and care is provided to those in need of care.

2.10. There may be other situations where a travel plan may be desirable:

- Where development is in or close to an air quality management area and is forecast to generate more than 1,000 vehicle movements per day

- Where a proposal requires improvements to the highway network, it may be possible for the developer to offer a travel plan as part of the package of measures.

Extensions

2.11. In the case of extensions to existing premises (either on site or off site), it can be difficult to apply rigid thresholds to when a travel plan may be required. Some businesses develop 'incrementally' through extensions to existing premises or by developing on physically separate sites.

2.12. Over time the transport impacts of the original use can change substantially. In these circumstances the introduction of a travel plan may allow organisations to re-assess the costs and benefits of their existing travel patterns. In considering proposals to extend existing uses (which would result in an increase in the number of employees or visitors to a site/s) the Council may request that a travel plan be prepared. This will not apply to minor alterations and very small extensions. This requirement could, however, apply for small to medium sized extensions to premises, particularly where the existing use has a significant number of users and there is no travel plan.

Multi occupation of one site

2.13. Numerous small developments on one site may individually not require a travel plan, but together the cumulative transport impacts means an 'umbrella' travel plan will be required for the entire site. This will require each occupier and new occupiers to prepare and implement subsidiary travel plans as appropriate to their particular use and travel characteristics. It should be administered by an agent of the developer /site manager or travel plan co-ordinator.

Education (schools)

2.14. All new schools, including those on the site of an existing school, or new or expanded facilities likely to generate extra journeys to and from

the school, require the submission of a new or updated school travel plan.

2.15. Useful travel-related design guidance for new schools and residential developments near schools can be found in 'Guidance on Development and New Schools' produced by the Yorkshire and Humber TravelWise Group. (www.syTravelWise.net)

2.16. Discussions are encouraged at the earliest opportunity to ensure enough time to prepare a travel plan and get the most benefit from it. In line with the Government's Traveling to School Initiative, all schools in Coventry are expected to have a travel plan by 2010, whether they are required to as part of a planning application or not.

Education (further and higher education)

2.17. The Department for Transport has recommended travel plans for all further and higher education sites. Travel plans can change both staff and student travel behaviour. They can benefit the education establishment by freeing up parking space, which could be turned over to learning space and give choices to both staff and students on how they travel to the site. This in turn can increase recruitment and retention of both staff and students.

New residential travel plans

2.18. Over the past year, new residential travel plans have become more common. They are different from workplace or school travel plans as they are origin based as opposed to destination based. This means that slightly different techniques need to be used. When deciding on location of the site, the existing infrastructure needs to be considered. Bus routes, cycling and walking routes, and local amenities should be close by.

2.19. Initiatives such as welcome packs become more important as this is a time when people have not developed their travel habits and could be persuaded to try something new. The packs should include: walking and cycling routes, bus and train timetables and free taster travel passes. Other measures should be used alongside these including cycle storage, internet access, car clubs, reduced car parking, etc.

2.20. The welcome packs should be continued for each new person who moves into a development. This can be agreed by the developer with the landlord when they take over. For further information on residential travel plans, the Department for Transport has produced guidance for developers called 'Making residential Travel Plans work: Guidelines for new developments'. This is available on the DFT website (www.dft.gov.uk).

Process

2.21. Regular contact with Sustainable Transport Officers (see Appendix D) and relevant partners is advised in the early stages of the planning of any development. Appendix A maps the process involved in securing a travel plan through the planning process. Permission may be granted

dependent on the production of a satisfactory travel plan prior to commencement of building or prior to occupation, and creating a successful travel plan may take some time. The scenarios are summarised:

A. Speculative development

2.22. The Council recognises that in many cases the future occupants are unknown. The approach therefore, is to ensure that any deficiencies in the choice of modes of travel are addressed in the proposal. So, there may be a requirement for a planning obligation to extend a cycle route to serve the site or to provide subsidy to secure improved bus services to the site. In addition we would seek a commitment, in principle, to the eventual implementation of a travel plan by the end user(s). An interim travel plan should be agreed with the applicant, developer or their agent, before the planning application is determined. The interim travel plan should specify measures to be implemented before development and occupation as far as possible and include a framework and timetable for the final approved travel plan. Conditions attached to a planning permission may, for example require:

- **Stage 1:** No development commences until developer submits an interim travel plan (covering key elements for the final travel plan) and the interim plan has been approved by the local planning authority
- **Stage 2:** The first occupier will carry out surveys within a specified time-scale
- **Stage 3:** Submission and approval of final travel plan to a specified time-scale
- **Stage 4:** Implementation and monitoring of final travel plan.

The developer will be responsible for passing the requirement for a travel plan on to the occupier whether the occupier rents, leases or buys all or part of the development. The final implementation of a travel plan would then be the responsibility of the end occupier and the process of negotiating a travel plan may need to be done at a later stage. In these cases it is likely that the following clauses will be included into the Section 106 Agreement:

- The expression 'the developer' shall include any successors in title and assigns, in respect of all or part of the development
- The developer shall annex a copy of the completed Section 106 Agreement to any contract for sale or lease, for all or part of the development, and shall expressly bring the attention of any purchaser or lessee the obligations therein
- The developer shall inform the Council of the identity of purchasers and lessees of the development within one month of any signed contract.

An interim travel plan should be agreed with the applicant, developer or their agent, before the planning application is determined.

B. End occupier/s known but new to the area

2.23. The occupier should produce a travel plan for approval. It should subsequently be implemented within six months of the commencement of occupation. It is advisable for applicants to discuss travel plan requirements with the Council well in advance.

C. Where an existing occupier is extending on the site or extending by constructing new premises elsewhere in the city

2.24. The organisation requiring the development should ideally have an established travel plan, or develop one in conjunction with the applicant. If this is not the case, the occupier should produce a travel plan (commencement of development or occupation may not be permitted unless an approved travel plan has been agreed). It should subsequently be implemented on or shortly after occupation of the new site/extension. It is advisable for applicants to discuss travel plan requirements with the Council well in advance.

Producing a travel plan

2.25. Full advice on producing a travel plan is held at www.dft.gov.uk/ in the sustainable transport section, under travel plans and school travel. Schools can access a travel plan template through the school travel plan co-ordinator at the Council (see Appendix D). The following points include recommended steps to be taken when developing a travel plan:

Step 1: Site audit

This is an essential part of preparing a travel plan. It is a tool for methodically assessing transport facilities on the site and transport links to it. In the process of carrying out a site audit, a list of actions to make it easier and more attractive to travel to the site on foot, by public transport and bicycle is drawn up for use in a travel plan. A useful example of a site audit form can be found at **www.hants.gov.uk/environment/workplacetravel**

Step 2: Survey

A survey of travel modes of users of the site (usually staff but may include others such as patients/students/visitors, hereon referred to as staff) should be undertaken. Examples of this type of survey for workplaces and for schools can be found in Appendix B. The aim of the survey is to collect data on current transport methods and find out which incentives to adopt alternative modes would be acceptable and likely to be most effective. Proposed questions to be included in the survey should be submitted to the Council's travel plan co-ordinator (see Appendix D) for approval prior to carrying out the survey. The survey of the transport modes should cover:

- Home postcode
- Main method of travel
- Incentives staff might consider to change to transport methods other than single car occupancy
- Any other aspect of travel on which the organisation might require information.

The method of conducting the survey is up to the developer, however an attempt should be made to ensure maximum return. (For example, offering entry into a prize draw for participants has proved successful). Schools should conduct a survey to identify how pupils usually travel to school, how they would like to travel to school and what, if anything, is preventing them from travelling by their preferred mode of sustainable transport. A survey of parents, staff and local residents may also be conducted. Survey templates are available from the school travel plan co-ordinator.

Step 3: Drafting a travel plan

The travel plan can then be drawn up and relevant measures included, based on the survey data collected. Components required in a travel plan are outlined below.

Step 4: Submission of a travel plan

The development management case officer will approve the travel plan in writing. Please submit three copies. Details on the production and required measures of the travel plan are given below.

Components of a travel plan

2.26. It is recognised that a travel plan will be unique to any site and a variety of initiatives may be adopted. However the following list gives an idea of what should be included for it to be effective.

- **Background:** Explaining the site, location and its accessibility to choices of modes of travel, numbers of people, measures already in place, current share of travel methods, if known, and reason for producing the plan.
- **Scope:** Identifying the travel elements of an organisation's activity, which the plan is addressing, (commuter journeys, business travel, customer access, deliveries, fleet management and/or other issues). Identifying main travel and transport issues.
- **Objectives:** Stating what the plan is trying to achieve e.g. reduction in single car users, increase in walking, cycling and public transport use.
- **Measures/Actions:** Detailing the proposed actions and measures for achieving the stated objectives (see below).

- **Targets:** Identifying targets against which the effectiveness of each measure will be reviewed including short, medium and long term milestones.
- **Monitoring:** Setting out arrangements for the review and monitoring of the plan on an ongoing basis to determine whether objectives are being met.
- **Promotion:** Noting how the plan and measures will be promoted to those affected.
- **Dissemination:** A communications strategy noting the process by which the benefits of a travel plan, successes and progress will be communicated, e.g. internally via newsletter, e-mail, intranet, department or team briefings, notice boards and externally via the media.

2.27. For ease of assessment it is recommended that the applicant set out the travel plan in the order above. Measures/actions, targets and monitoring require particular attention.

2.28. It is important that measures to meet stated objectives are set out as fully as possible, because these will determine the potential of the plan to bring about modal shift. Assessment of the travel plan will be based upon its potential to lessen the transport implications of the site and bring about a change in modal share.

Appointment of travel plan co-coordinator

2.29. It is expected that a travel plan will provide a commitment to the appointment of a travel plan co-ordinator that will be responsible for the successful implementation of the travel plan. The organisation must supply to the Council the name of the appointed person/s. The Council must be informed as soon as the post holder changes. The post needs to be of sufficient seniority to undertake tasks associated with the post such as chairing steering groups.

2.30. The appointment need not be a new one but may be a case of extending the job profile of an existing employee (this will depend on the scale of the development and size of the organisation). The role of the travel plan co-ordinator will be to manage the travel plan, liaise with the Council and provide monitoring information when agreed. The role may also include:

- Promoting and encouraging the use of travel modes other than the car, including publicity
- Ensure that all relevant information is provided to all new members of staff/visitors/pupils and that up to date information is clearly displayed on the notice boards or via the intranet (if applicable)
- Arrange and record surveys of car park usage as required
- Co-ordinate car sharing arrangements

- Arrange for either full or snapshot travel surveys to be undertaken with everyone on the site, at intervals agreed with the Council
- Liaise with public transport operators and relevant council officers, and arrange regular meetings with all interested parties
- Organise workshops and induction seminars to educate existing and new staff, parents, pupils and residents as applicable.

Ideal travel plan measures

2.31. Depending on the local circumstances, the Council suggests inclusion of at least 50% of the following measures, which will assist in achieving a successful plan, but will also support innovative suggestions.

Measures to promote and facilitate public transport use:
- Where route improvements may be required, the public transport entry points to a development should be conveniently located to provide the appropriate level of safety, comfort, convenience and information and provide shelters/bus stops, real time information and raised kerbs (to comply with access requirements) so as to maintain the overall quality of the public transport journey
- To fully encourage sustainable patterns of travel, developments should focus on existing nodes of public transport, backed by effective provision for pedestrians and cyclists (e.g. the city centre, district centers or along public transport corridors) as in alignment with the RSS T2 policies and Centro's Long Term Vision Document
- Negotiating with operators to achieve service/route improvements, discounts on tickets, bulk ticket purchase and on-site promotion
- Shuttle buses to stations/other key destinations. This could include a lunch time service into the city centre depending on location of development
- Work buses
- Physical work to provide routes, bus lanes, convenient bus stops, stations. Where certain developments demonstrate significant travel impacts or are located in areas with poor accessibility, contributions towards walking, cycling and public transport enhancements should also be considered. This will ensure that the travel impact of a proposed development (i.e. the trips to and from the site that it will generate) is addressed and compliance with the objectives of PPG13 (e.g. to promote more sustainable transport choices, to promote accessibility by public transport and to reduce the need to travel, especially by car) is achieved
- Financial incentives (e.g. interest free loans for travel passes)
- Real time information displays at main exits and meeting points
- Information and publicity on relevant bus routes and timings
- Bus behaviour codes for pupils.

Financial contributions

- Financial contributions towards ongoing public transport infrastructure improvements in the area, as well as the long-term development of the public transport network by use of a S106 and/or S278 agreement to support walking, cycling and public transport access to developments. Such agreements could help finance and deliver public transport improvements and enhancements for Coventry. For example:
  o Key transport infrastructure projects
  o Park and Ride facilities
  o Provision for pedestrians and cyclists
  o Air quality management controls including monitoring.

Measures to reduce car use

- Car parking restraint, charges and management e.g. allocation of parking spaces through limited permits
- Restraint on off-site parking where necessary
- Promotion of car sharing e.g. matching services, guaranteed ride home in emergency, priority parking for sharers and car share groups for staff
- Use of pooled company vehicles and bicycles in order that staff do not need to bring their own vehicles to work
- Financial incentives e.g. for not driving, for giving up a parking space
- Altering eligibility for relocation allowances to encourage new staff to move nearer to the workplace and on public transport routes
- Park and stride initiatives using a parking place walking distance from the site
- Car exclusion zone around site
- Voluntary one-way system on the approach road to school
- 'Drivers' code of practice' for parents/employees/residents.

Measures to promote and facilitate cycling and powered two wheelers – please refer to Appendix C for further details regarding cycle parking standards

- Safe cycle paths and secure covered parking
- Bicycle user groups (BUGs)
- Pool bikes/powered two wheelers
- Changing facilities/showers and drying area
- Financial incentive (e.g. mileage allowance)
- Cycle training for staff/pupils
- Provision of bright or reflective clothing

- 'Dr. Bike' cycle maintenance sessions
- Group cycle rides.

Measures to promote and facilitate walking

- Improved access
- Walkers group
- On site security and pedestrian route improvements
- Changing facilities/showers and drying area
- Car-free days
- Leisure/healthy walks.

Promotion of practices/facilities that reduce the need for travel

- Flexible working practices e.g. teleworking/home working
- Local recruitment
- The existence of and benefits of the travel plan should be highlighted to employees/students/residents at interview/recruitment/sales stage
- Teleconferencing
- Compressed working week
- On-site facilities for eating, shopping etc.

Monitoring and review mechanisms

- Clarify indicators i.e. the elements that will be monitored to assess whether targets have been achieved
- Clarify monitoring and review arrangements.

Travel plan co-coordinators and associated support

- Steering groups
- Working groups
- Links to other (e.g. umbrella) travel plans/travel plan forums/Travelwise.

Provision of travel information

- Dedicated web site
- Travel notice board with leaflets, site-specific travel information, displays, simplified timetable
- Targeted promotion
- Personalised journey planners.

Marketing

- Communication with staff/parents/visitors
- Focus groups
- Branding/slogans
- Events.

2.32. Some physical measures (e.g. new bus shelters and cycle routes) will usually be required as part of the proposal. The council would support other innovative initiatives. A full list of suggested initiatives for schools is available from the School Travel Plan Co-ordinator.

Targets

2.33. Targets are an essential part of a travel plan and with monitoring enable processes to be checked and adjusted as necessary. When an occupier is unknown or known but is new to the city, the setting of targets may only be possible after a baseline survey has been undertaken.

2.34. When an occupier is known, and the development is an extension on a current site or a new location in the city, the setting of targets will be possible after current travel patterns of existing staff are surveyed to provide baseline data. Targets should be measurable, achievable, realistic and time-related and should relate to the particular circumstances of the site.

2.35. However in all cases a minimum target will be to keep single occupancy car use to the lowest levels possible and the number of cars used to commute should not exceed the number of dedicated car parking spaces. They can be 'aim' type (e.g. increase percentage using non-car modes) and/or 'action' type targets (e.g. appoint a Travel Plan Co-ordinator, readjust to one tier mileage rates, interest free loans for public transport). An example of a staff travel and school pupil travel surveys are shown in Appendix B.

Monitoring the travel plan

2.36. The Council will charge for monitoring travel plans. Charges will be from £500 per annum for establishments of up to 100 employees, then increasing at the rate of £1 per employee to a maximum of £3000 per annum.

Implementation

2.37. The implementation and enforcement of initiatives within travel plans is an essential, if not the most essential part of the process. Travel plans, without effective implementation of initiatives, run the danger of proving to be a paper exercise, which serves only to pay lip service to sustainable transport objectives.

2.38. Implementation of a travel plan will either be secured through planning conditions or where appropriate planning obligations. (Section 106 Agreement, (Town and Country Planning Act 1990). This approach has many benefits, including:

- Promoting the application of high standards
- Ensuring increased internal consistency
- Accelerating the development of best practice
- Focusing the mind of all those involved
- Giving the organisation a strong argument in detailed negotiations with staff concerning difficult issues such as car parking charges
- Helping to ensure that travel plans do not work to the disadvantage of one area compared to another or are more restrictive on one applicant than the other
- Formalising the role of the local authority in working In partnership with the organization concerned.

Legal mechanisms to secure travel plans

2.39. Possible wording for planning conditions and Section 106 Agreements, where the travel plan has not been agreed at the time of the determination of the planning application, may include the following:

- Development shall not be commenced until an approved travel plan has been submitted to and approved by the Council
- No part of the development shall be occupied prior to implementation of the approved travel plan (or implementation of those parts identified in the approved travel plan as capable of being implemented prior to occupation)
- Those parts of the approved travel plan that are identified therein as being capable of implementation after occupation shall be implemented in accordance with the timetable contained therein and shall continue to be implemented as long as any part of the development is occupied.

Enforcement

2.40. If conditions attached to planning permissions are not complied with then a breach of condition notice will be issued if negotiations fail to secure its implementation. Non compliance with a breach of condition notice can on conviction lead to a prosecution in the Magistrates Court. Sanctions included within a Section 106 Agreement ensure that any failure to deliver agreed measures and/or outcomes can be remedied. Sanctions can take a number of forms for example:

- Payments to the Council to implement previously agreed measures
- Specified works that are expected to remedy the failure to achieve agreed outcomes

- Specified payments to the Council to meet the cost of taking action to achieve the agreed outcome e.g. the implementation of a car parking zone around the development.

Assessment criteria

2.41. The travel plan will be assessed by the Council based upon the potential to lessen the transport implications of the development and bring about a change in modal share. Research suggests that the most successful plans incorporate a comprehensive range of measures, both 'carrots' and 'sticks' with incentives introduced first.

If you require any further guidance on travel plans please contact the following sustainable transport officers:

**Joanne Rainbow, Travel Plans Coordinator, Civic Centre 4, Much Park Street, Coventry CV1 2PY Tel: (024) 7683 1342
e-mail: sustainabletransport@coventry.gov.uk**

**Martin Wilkinson, School Travel Plan Coordinator, Civic Centre 4, Much Park Street, Coventry CV1 2PY Tel: (024) 7683 1184
e-mail: sustainabletransport@coventry.gov.uk**

3. Cycle parking standards

3.1. Fear of theft or damage to the cycle is often cited as a major deterrent to cycling. Well-planned and secure cycle parking is therefore an essential element in increasing the level of cycle use. The provision of cycle parking should be considered early in the planning and design process.

3.2. The standards specify different requirements for staff, residents, pupils/students and customers or visitors. This is because staff, residents and pupils/students require cycle parking that is more secure for long-stay use than customers or visitors who will usually be parking for a much shorter period.

3.3. It should always be possible to provide staff or resident spaces within the development site. Where it is inappropriate to provide cycle parking for customers or visitors on the development site, then a commuted sum will be required by the Council, which will then provide communal cycle parking facilities.

3.4. To increase the attraction of commuting by cycle, it is important to provide facilities for cyclists at their destinations. These facilities should include changing areas, storage areas for personal items, space to dry wet clothing and showers. Provision of such facilities should be part of an overall approach to staff travel where this is a requirement of a development proposal. These standards apply throughout the city and are minimum standards, however, for large developments, the cycle parking allocation is open to negotiation and the expected provision will depend on the characteristics of the individual development site and may be phased.

Table 2: Cycle parking standards

Class	Description	Standards
A1	Food shops less than 2500 sq m.	1 space per 100 sq m for staff (FTE) and 1 space per 100 sq m for customers (minimum of 2 spaces)
	Food shops exceeding 2500 sq m.	1 space per 200 sq m for staff (FTE) and 1 space per 200 sq m for customers
	Non-food shops.	1 space per 400 sq m for staff (FTE) and 1 space per 400 sq m for customers (minimum of 2 spaces)

Class	Description	Standards
A2	Financial and professional services.	1 space per 400 sq m for staff (FTE) and 1 space per 400 sq m for customers (minimum of 2 spaces)
A3 A4 A5	Cafes/restaurants Pubs/bars Takeaways	1 space per 4 staff members (FTE) and 1 space per 100 sq m net floor area for customers (minimum of 2 spaces)
B1	Business offices, light industry, research and development	1 space per 100 sq m for staff and 1 space per 300 sq m for visitors (minimum of 2 spaces)
B2	General industrial	1 space per 200 sq m for staff and 1 space per 400 sq m for visitors (minimum of 2 spaces)
B8	Distribution and storage	1 space per 200 sq m for staff and 1 space per 400 sq m for visitors
C1	Hotels and guest houses	1 space per 4 staff members (FTE) and 1 space per 4 bedrooms for visitors (minimum of 2 spaces)
C2	Residential conference and training facilities	1 space per 4 staff members (FTE) and 1 space per 4 bedrooms for visitors
	Student accommodation	1 space per 2 residents and 1 space per 20 residents for visitors
	Care and nursing homes	1 space per 4 staff members (FTE) and 1 space per 10 residents for visitors
	Hospitals	1 space per 4 staff members (FTE) and 1 space per 20 beds for visitors
C3	Dwellings with parking within the curtilage	Provision within curtilage (see note 2)
	Dwellings with parking outside the curtilage and managed schemes	1 space per dwelling for residents and 1 space per 20 dwellings for visitors (see note 3)
D1	Medical facilities	1 space per 4 staff members (FTE) and 1 space per treatment room for visitors

Class	Description	Standards
	Primary schools and nurseries	1 space per 10 staff members (FTE), 1 space per 15 pupils and 1 space per 500 pupils for visitors
	Secondary schools Further/Higher education	1 space per 10 staff members (FTE), 1 space per 5 pupils/students and 1 space per 500 pupils/students for visitors
	Other social and community facilities within Class D1	1 space per 10 staff members (FTE) and 1 space per 20 people expected to use the facility at any one time
D2	Assembly and leisure	1 space per 10 staff members (FTE) and 1 space per 20 people expected to use the facility at any one time

Notes:

1. A Sheffield type stand (see Figure 2 below) is capable of allowing two bicycles to be parked if correctly installed
2. In most residential developments, the use of suitably sized garages or sheds will be acceptable as cycle storage provision. A method of securing the cycle to a solid wall should be considered
3. For flats, maisonettes and managed schemes, secure communal space(s) should be provided on the ground floor or in a basement area provided that ramped access is available
4. FTE means Full Time Equivalent
5. All standards should be calculated on gross floor space.

Design details

3.5. To discourage assaults, theft or vandalism, cycle parking should be secure, well lit, clearly signed and situated in prominent, accessible and convenient locations that benefit from casual surveillance by passers-by and more formal surveillance by staff or CCTV. This should be as near to the main entrance(s) to the building(s) as possible and for visitors or customers, it must be within 25m of the main entrance(s).

3.6. Cycle parking should not obstruct entrances to buildings where they could cause a hazard to pedestrians, particularly disabled people. It should also be located away from drain gratings or other places where keys could get dropped or lost.

3.7. The use of 'Sheffield' stands is recommended as a minimum and is especially suitable for customer or visitor parking. The 'Sheffield' stand is a single 50mm diameter tube with two right angle bends and provides for two cycles. A detailed specification is shown at Figure 2 below.

3.8. At any site where 10 or more spaces are provided, they should be covered, well lit and clearly signed. The detailed design and lighting of these facilities must have regard to the locality and setting of the proposed development.

Figure 2: Sheffield Stand design specification (copyright Institution for Highways and Transportation)

Sheffield stand –inset "toast rack" type.
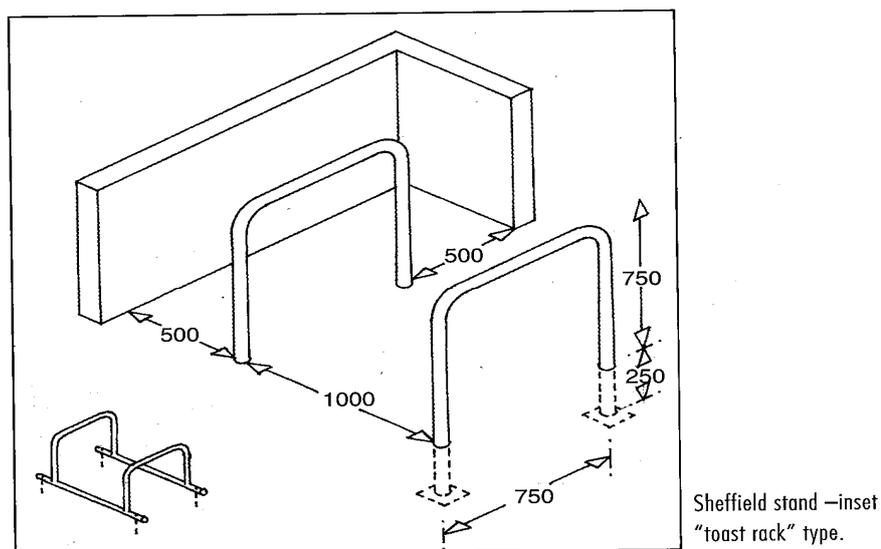
3.9. Cycle parking equipment which only holds one wheel of a bicycle e.g. 'butterfly' clips or concrete slots will not be acceptable. They provide inadequate security and can damage the wheels of a bicycle.

3.10. For long-term parking for residents, staff, pupils/students and other people, more secure provision will be expected. This should be in the form of cycle lockers, a locked compound with Sheffield Stands provided that they are under cover or Sheffield Stands located within an area that is already secure (access restricted to staff or similar). Design specifications for cycle lockers and locked compounds are shown in Figures 3 and 4.

Figure 3: Cycle lockers design specification (copyright Scottish Executive)
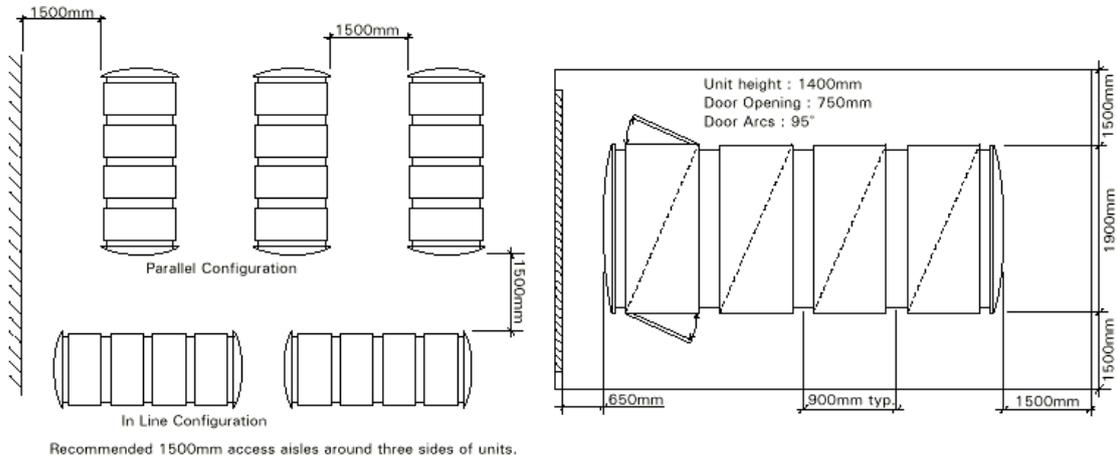
Figure 4: Locked compound design (copyright Scottish Executive)
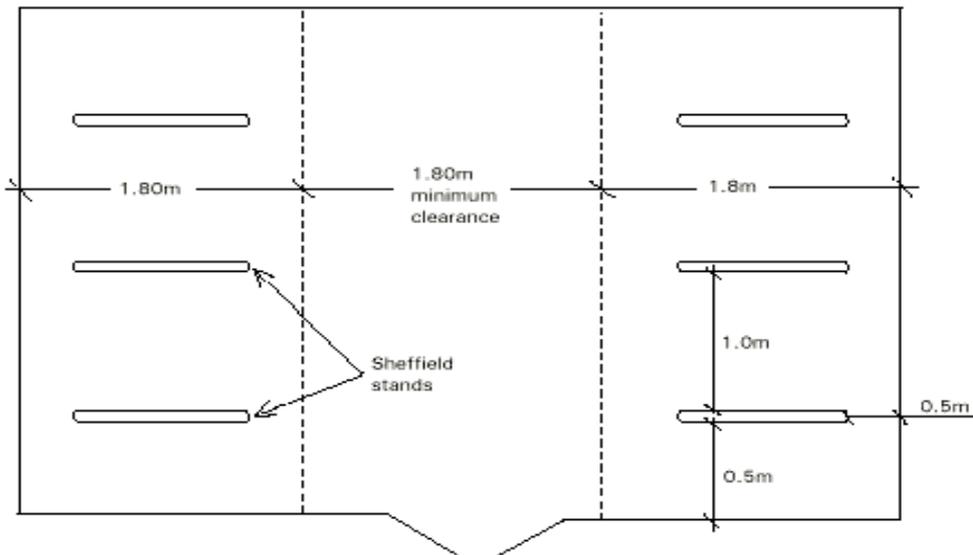
4.   Coventry accessibility checklist

4.1.   Reducing reliance on the use of private cars for everyday journeys is a key national, regional and local transport policy objective. To tackle this issue, a range of alternative sustainable forms of transport must be made available in new developments to meet people's daily travel needs. Providing more sustainable options such as walking, cycling and public transport can have a positive impact on reducing congestion, improving air quality, improving people's health, and reduce the need for excessive car park provision.

4.2.   The needs of pedestrians, cyclists and public transport users must be carefully considered from the outset in the design process for all new developments. In the context of this checklist, developments will be assessed on whether they are 'accessible', i.e. whether the development can be accessed by bicycle, on foot or by public transport. Previously there has been no standard or consistent methodology to quantify the accessibility of a development. The checklist has been developed to address this issue.

The Park and Ride South at the Memorial Park.

4.3.   Every development will have transport and accessibility implications and the larger the development, the larger those implications. The location of a development will also affect the local transport, and appropriate measures must be taken to limit this by making sure that accessibility by foot, cycle and public transport are as best as they can possibly be.

4.4.   For the purposes of this technical note that accompanies the SPD, all developments defined as 'major' are applicable as per paragraph 3.10.

For all major developments, the accessibility checklist should be completed before the design stage.

4.5. Consultation with the Council should be undertaken at the pre-application stage, and the site assessed using an accessibility mapping package (Accession). This is supplied by the Department for Transport and can identify the proportions of the population who have access to a development by public transport within an identified time.

4.6. The location of development is defined as either urban centre (development within the city centre, major district centre, district centre or a local centre as described in the Coventry Development Plan 2001), or other urban (those not falling within the previous).

4.7. The accessibility checklist will be used by the Council to determine whether developments are accessible by foot, cycle and public transport.

Who completes the checklist?

4.8. The checklist is aimed at developers who are preparing to submit a planning application. The checklist should be completed during the pre-application stage to ensure that any fundamental accessibility issues are identified and addressed early in the planning process. Addressing accessibility issues post applications is usually more difficult and costly. The purpose of the checklist is to:

   a) be used as a tool to assess the accessibility issues of new developments
   b) identify mitigation measures required to address the issues identified.

4.9. The formal completion of the checklist will also be undertaken by the relevant local highways authority for all major development schemes. The checklist will be used (if necessary) as basis for seeking further modifications to the application and for making recommendations to the planning authority.

Principles of accessibility.

4.10. There are a number of factors that can affect the accessibility of a development, and these make up the main content of the accessibility checklist. Applicants will be expected to meet a number of these factors in the checklist depending on its proposed type, size and location.

4.11. Table 1 identifies the minimum number of factors the development will be expected to fulfil for each mode (minimum levels of accessibility). Generally this will include:

- Developers are encouraged to locate their developments in areas with the best levels of access (e.g. those defined Urban Centres). In such locations:
    - Higher density development will be encouraged, depending on other planning considerations
    - More of the factors which affect accessibility will be able to be met, therefore making the most of opportunities to promote walking, cycling and public transport.
- At sites with poor access, developers will be expected to contribute to the cost of providing improvements for pedestrians, cyclists, public transport and other road users.

4.12. It should be stated that the target scores reflect the minimum level of accessibility. The Council will seek to encourage the best possible development by requiring as many factors that can be met by reasonable endeavours.

How to use the accessibility checklist - flowchart

```
┌─────────────────────────────┐
│ Identify development site and │
│ develop initial design.       │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│ From the type, size and       │
│ location of the development,  │
│ identify the target score for │
│ each mode from table … and    │
│ enter this in Box A of the    │
│ relevant checklist.           │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│ Work through each checklist   │
│ to ascertain the score for    │
│ each mode.  Enter this score  │
│ into Box B of the relevant    │
│ checklist.                    │
└─────────────────────────────┘
              ↓
```

Does the actual score (Box B) meet or exceed the target score (Box A)?	→	No

| Yes | | Identify the shortfalls and include mitigating actions in order to meet the target score. Can this be achieved? | → | No |

| Prepare design for submission of planning application. | ← | Yes | ← | Discuss with Local Authority about off-site provision or compensatory measures. Are they satisfied? |

```
              ↓
```

Check the scores against the new design. Does the actual score still meet/exceed the target score?	→	No

| Yes | | Identify the shortfalls and include mitigating action in order to meet the target score. Can this be achieved? | → | No |

| Submit Planning Application | ← | Yes | ← | Discuss with Local Authority about off-site provision or compensatory measures. Are they satisfied? |

Table 3: Target scores for accessibility

Development type	Location	Target score		
		Walking	**Cycling**	**Public transport**
A1 Retail, D2 Assembly and leisure	Urban centre	7	15	5
	Other urban	9	15	6
A3 Restaurants and cafes, A4 drinking establishments, A5 hot food takeaway	Urban centre	6	14	4
	Other urban	9	15	4
A2 Financial and professional services, B1 Business	Urban centre	7	15	5
	Other urban	9	15	6
B2 Industrial uses	Urban centre	7	14	4
	Other urban	7	13	5
B8 Storage and distribution	Urban centre	7	14	4
	Other urban	7	13	5
C1 Hotels	Urban centre	7	15	5
	Other urban	9	15	5
C3 Dwelling houses (for flats with no 'internal circulation' issues, i.e. no car park, reduce walking and cycling target by 1)	Urban centre	9	14	5
	Other urban	9	15	5
C2 & D1 Residential and non-residential institutions (medical centres, museums and galleries, public halls and meeting places)	Urban centre	7	15	5
	Other urban	9	15	6

Accessibility by foot scoring sheet

Walking checklist

Proposal:				
Box A: target score		**Comments:**		
Box B: actual score				

Access on foot			**Points**	**Score**
Safety	Is there safe pedestrian access to and within the site, and for pedestrians passing the site?	Yes	5	
		No	0	
Location	Housing development: Is the development within 800m of a district or local centre	Yes	2	
		No	0	
	Other development: Is the density of local housing (i.e. within 800m) more than 50 houses per hectares	Yes	2	
		No	0	
Internal circulation	Does 'circulation' and access inside the site reflect direct, safe and easy to use pedestrian route for all; with priority given to all pedestrians when they have to cross roads or cycle routes? (Do not score for flat developments with no internal circulation issues)	Yes	1	
		No	0	
External layout	Are there barriers between the site and local facilities or housing whish restrict pedestrian access? e.g. No dropped kerbs at crossings or on desire lines, pavement less than 1.5m wide, a lack of formal crossing where there is heavy traffic or security concerns, e.g. lack of lighting.	There are no barriers	1	
		There are barriers	-1	
			Total	

Accessibility by cycle scoring sheet

Cycling checklist

Proposal:				
Box A: target score		**Comments**		
Box B: actual score				
Access by cycle			**Points**	**Score**
Safety	Are there safety issues for cyclists either turning into or out of the site or at road junctions within 400m of the site (e.g. dangerous turns for cyclists due to the level of traffic)?	yes	5	
		no	0	
Cycle parking	Does the development meet the cycle parking standards? Are there cycle parking facilities in a secure location with natural surveillance? Where appropriate does the development contribute to communal parking facilities?	yes	5	
		no	0	
Location	Housing development: Is the development within 2km of a district or local centre?	yes	2	
		no	0	
	Other development: Is the density of local housing (e.g. within 2km) more than 50 houses per hectare?	yes	2	
		no	0	
Internal layout	Does 'circulation' and access inside the site reflect direct and safe cycle routes; with priority given to cyclists where they meet motor vehicles?	yes	1	
		no	0	
External access	The development is within 400m of an existing or proposed cycle route? Are there proposals to create a link to a cycle route, or develop a route?	yes	1	
		no	0	
Other	Development includes shower facilities and lockers for cyclists	yes	1	
		no	0	
			Total	

Accessibility by public transport scoring sheet

Public transport checklist

Proposal:				
Box A: target score		**Comments:**		
Box B: actual score				
Access by public transport			**Points**	**Score**
Location and access to public transport	Is the site within a 250m safe and convenient walking distance of a bus stop, and/or within 500m of a rail station?	yes	2	
		no	0	
	Are there barriers on direct and safe pedestrian routes to bus stops or rail stations i.e. a lack of dropped kerbs, pavements less than 1.5m wide, a lack of formal crossings where there is heavy traffic, or bus access kerbs?	There are no barriers	1	
		There are barriers	0	
Service type	Is within 250m of existing Primelines/Showcase bus stop.		2	
	Is within 250m of a proposed Primelines/Showcase bus stop.		1	
	Is not within 250m of existing or proposed Primelines/Showcase bus stop.		0	
Other	The proposal contributes to bus priority measures serving the site	yes	1	
		no	0	
	The proposal contributes to bus stops, bus interchange or bus or rail stations in the vicinity and /or provides bus stops or bus interchange in the site	yes	1	
		no	0	
	The proposal contributes to an existing or new bus service	yes	1	
		no	0	
			Total	

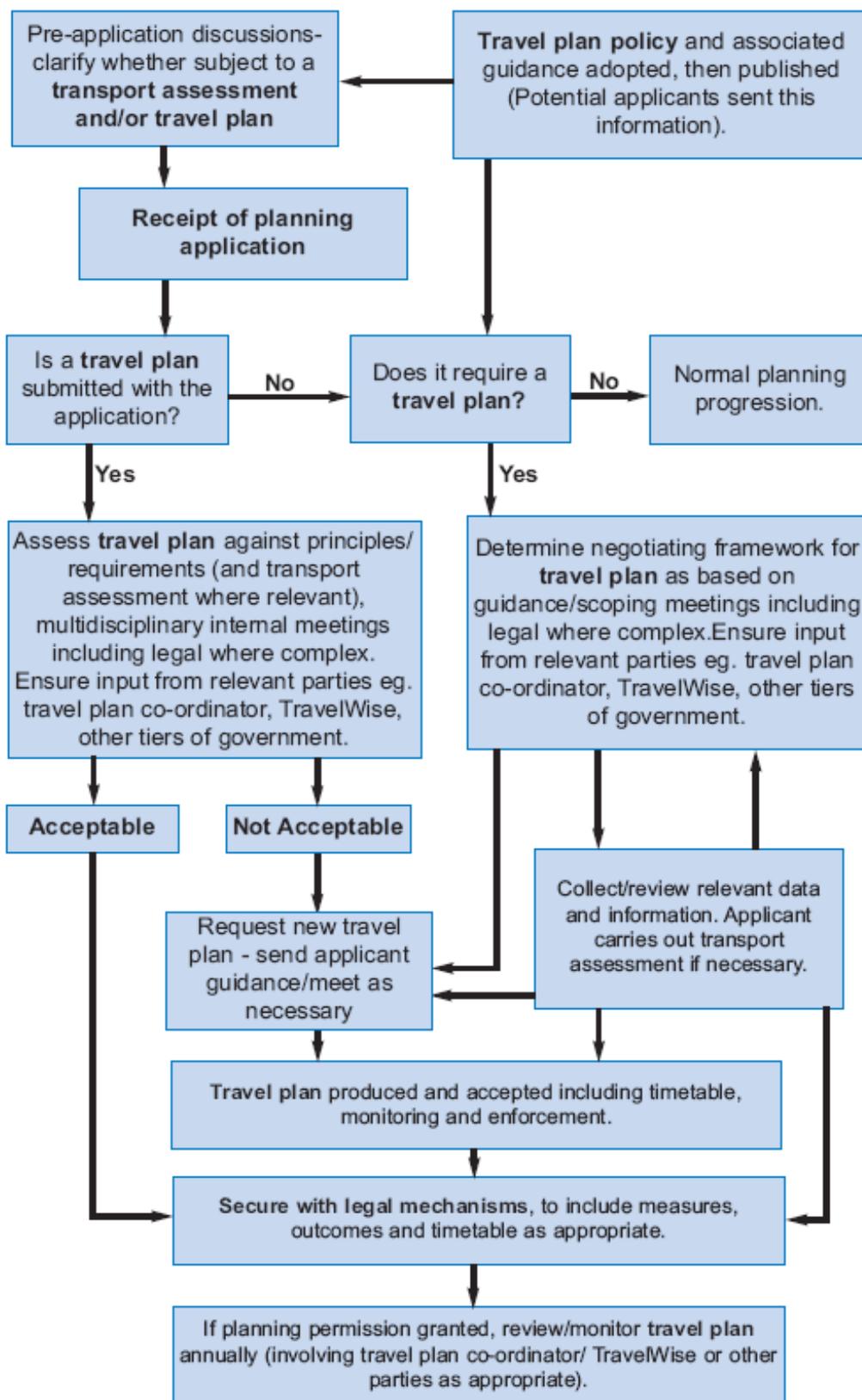## Additional guidance notes and frequently asked questions

For applicants and council officers:	
Fill in the checklist before the site visit	For some of the questions in the checklist you will need information gathered from the site. So you should fill in the checklist as best you can before a site visit so you know what information you need to gather. You can then finish the checklist after the site visit.
Sources of information	Fill in the checklist using the following information: information provided with the application; information contained on the accessibility pages of the website; and information from a site visit.

For applicants and council officers:	
There is no overall score for all types of access	The scores for walking, cycling and public transport are not added together to produce an 'overall' score. The development must provide a realistic choice of access and so must meet the target score for each mode.
Outline applications	It may not be possible to identify the detailed criteria to meet the target scores in the assessment for an outline application. However, the checklist enables those criteria which have not been met to be identified as reserved matters to be considered in the full application.
Internal layout and safety for pedestrians and cyclists / pedestrian and cyclist priority	Priority' needs to be considered where there is a conflict between two modes. Within a site boundary, it is suggested that following issues should be considered: ❖ Can the pedestrian and/or cyclist be given priority by locating building entrances close to the site's entrance? Can the pedestrian and/or cyclist be given priority by the location of the buildings entrance in relation to the site entrance being minimised? This will normally mean putting the main doors close to the site entrance and the car park to side (or back) of the development rather than at the front. Consider giving pedestrians and cyclists separate site entrances to drivers. ❖ or; Will the pedestrian or cycle route to the building entrance fail to encourage access, by walking and cycling, because the cyclist or pedestrian has to take a convoluted route. Direct, short and safe pedestrian and cycle routes (following 'desire lines') should be provided from convenient site entrances to the main doors of the development. ❖ or; If the pedestrian or cyclist has to cross a line of traffic within the site, is the pedestrian/cyclist given priority? If pedestrian or cycle routes cross car routes, measures (such as marked crossing points; give way markings; or traffic calming) should make sure pedestrians and cyclists have priority.

Access on foot	**Barriers around site -** Barriers such as raised kerbs, narrow pavements and signposts in the middle of a walking route provide obstacles for people with mobility difficulties, while a busy road would be a major barrier to all pedestrians. A development will only be considered accessible by foot if it is accessible for all.
	Heavy traffic - To determine when heavy traffic presents a barrier to pedestrians, a measure of pedestrian/vehicle conflict may be used. This measure may also be used to determine what type of pedestrian crossing facilities may be required.
Access by cycle	Safety issues: for the site to be considered accessible by cyclists, there must be safe cycle access to the site. 'Safety issues' for cyclists may arise: ❖ When they are turning into or out of the site across a line of traffic; ❖ At junctions approaching the when turning across traffic; or ❖ Where the road width narrows and cyclists are not given priority by motor vehicles. These safety issues can be addressed by doing the following: ❖ At the site entrance, providing turning lanes on the road, or crossing facilities close to the site entrance; and cycle lanes for cyclists leaving the site; ❖ Within 400m of the site: providing advance stop lines at junctions with traffic lights. The following measures can link a development to the developing cycle network - cycle lanes, signs, off-road cycle paths and crossing facilities, including Toucan crossings (crossings with signals and facilities for cyclists).
Access by public transport	A number of actions can help support access by public transport, including the following: ❖ Contributing to the bus infrastructure facilities serving site (bus stops, displays showing the 'real' time the bus is due, bus priority measures such as bus lanes or junctions which give priority to buses). ❖ Contribution to bus stations, rail stations, park and ride schemes. ❖ Providing bus stops and waiting facilities on site. ❖ Supporting a new service (paying a subsidy over an agreed period to establish a bus service where one currently does not exist). ❖ Providing a Travel Plan which includes subsidises for employees using public transport.
Are walking distances measured to the entrance or the centre of the site?	The important criteria to consider is whether the total distance someone will have to walk will mean that that walking or public transport is not a reasonable choice of mode. **In most cases the distance to the entrance of the site should be sufficient. However in the case of large sites - if public transport into the site is not provided - then the distance to the centre of the site should be considered.**
Mixed use developments	The use requiring the highest target score should take the precedence.

Extensions	In terms of safety and local amenity it should be considered whether the addition of the extension will mean that the site, as a whole, will surpass unacceptable levels of safety and amenity. In terms of accessibility the extension needs to be considered on its own merits.
Target score weightings	Weightings have been kept to a minimum, giving additional weight only to what is considered the most fundamental criteria in determining accessibility and/or promoting sustainable travel (providing the above issue is addressed), i.e. proximity to good public transport and to a population in order to enable access by walking and cycling.
Accessibility maps	The latest accessibility maps will be available on the website and will be updated periodically.

Appendix A: Travel plans mapping the process

Pre-application discussions- clarify whether subject to a **transport assessment and/or travel plan**

Travel plan policy and associated guidance adopted, then published (Potential applicants sent this information).

Receipt of planning application

Is a **travel plan** submitted with the application?

Does it require a **travel plan**?

No → Normal planning progression.

No →

Yes ↓

Yes ↓

Assess **travel plan** against principles/ requirements (and transport assessment where relevant), multidisciplinary internal meetings including legal where complex. Ensure input from relevant parties eg. travel plan co-ordinator, TravelWise, other tiers of government.

Determine negotiating framework for **travel plan** as based on guidance/scoping meetings including legal where complex. Ensure input from relevant parties eg. travel plan co-ordinator, TravelWise, other tiers of government.

Acceptable

Not Acceptable

Collect/review relevant data and information. Applicant carries out transport assessment if necessary.

Request new travel plan - send applicant guidance/meet as necessary

Travel plan produced and accepted including timetable, monitoring and enforcement.

Secure with legal mechanisms, to include measures, outcomes and timetable as appropriate.

If planning permission granted, review/monitor travel plan annually (involving travel plan co-ordinator/ TravelWise or other parties as appropriate).

Appendix B: Travel plan surveys

School pupil travel survey

To be completed for the whole class

Date: _____

Class: _____

School year: _____

Number of pupils present: [   ] **absent:** [   ]

Q1: **How do pupils <u>usually</u> travel to school?**

Where a pupil uses more than one mode, please record the one they use for the greatest distance.

Walk	[ ]	Cycle	[ ]
Public bus	[ ]	School bus	[ ]
Car	[ ]	Car share (with pupils from a different household)	[ ]
Train	[ ]	Taxi	[ ]
Other	[ ]	**Total:**	[ ]

Q2: **If they had the choice, how would pupils <u>prefer</u> to travel to school?**

Walk	[ ]	Cycle	[ ]
Public bus	[ ]	School bus	[ ]
Car	[ ]	Car share (with pupils from a different household)	[ ]
Train	[ ]	Taxi	[ ]
Other	[ ]	**Total:**	[ ]

Q3: **What would improve their journey to school and/or enable them to travel to school as they would wish?**
Please summarise your pupils' responses on the reverse of this form.

Workplace Travel Survey

Please answer the questions by ticking the appropriate answer in the white boxes provided.

YOUR JOURNEY TO WORK

1 How do you normally travel to work?
   1. Car driver ☐
   2. Car passenger ☐
   3. Park and Ride ☐
   4. Bus ☐
   5. Train ☐
   6. Taxi ☐
   7. Motorbike/Scooter ☐
   8. Cycle ☐
   9. Walk ☐
   10. Public transport and walking ☐
   11. Other (Please state) _____

2 If you normally travel to work by car, do you give lifts to others?
   1. Yes ☐   2. No ☐

3 If yes, who?
   1. Colleagues ☐   2. Family ☐
   3. Others ☐

4 Would you be interested in receiving further information about
   Car sharing ☐
   Cycling ☐
   Public Transport ☐

If yes, please tick in a box on the right, provide a contact address and we will contact you shortly

Address _____

_____

_____

_____

5 Please give your home postcode

_____

If you need this information in another format or language please contact us
Telephone: (024) 7683 2169
Fax: (024) 7683 1259
E-mail: ldf@coventry.gov.uk

Coventry City Council