

# Suffolk County Council Residential Travel Plan Guidance

Fourth Edition – March 2025



# Introduction

## Purpose of this document

The purpose of this guidance is to ensure consistency, accountability and best practice in Residential Travel Planning across Suffolk and to fulfil national and local policy requirements to ensure sustainable growth. It will provide clarity to Developers and other stakeholders involved in the planning process. It has been produced in response to feedback from Local Planning Authorities (LPA) and Developers.

## How has this been produced?

This guidance has been developed from the previous Suffolk Travel Plan Guidance published in 2022 but where the previous guidance has been limited on Residential Travel Plans, this new guidance aims to ensure clarity and consistency on developing, implementation, and monitoring of Residential Travel Plans. Local government in Suffolk follows a two-tier structure, with planning responsibilities largely lying with the Local Planning Authorities (LPAs)<sup>1</sup> and Highways and transport responsibilities with the County Council. The content of this guidance has therefore been developed in consultation with the six LPAs in Suffolk. The document has been completely revised and updated in March 2025.

<sup>1</sup> Babergh District Council, Broads Authority, East Suffolk Council, Ipswich Borough Council, Mid Suffolk District Council and West Suffolk Council.



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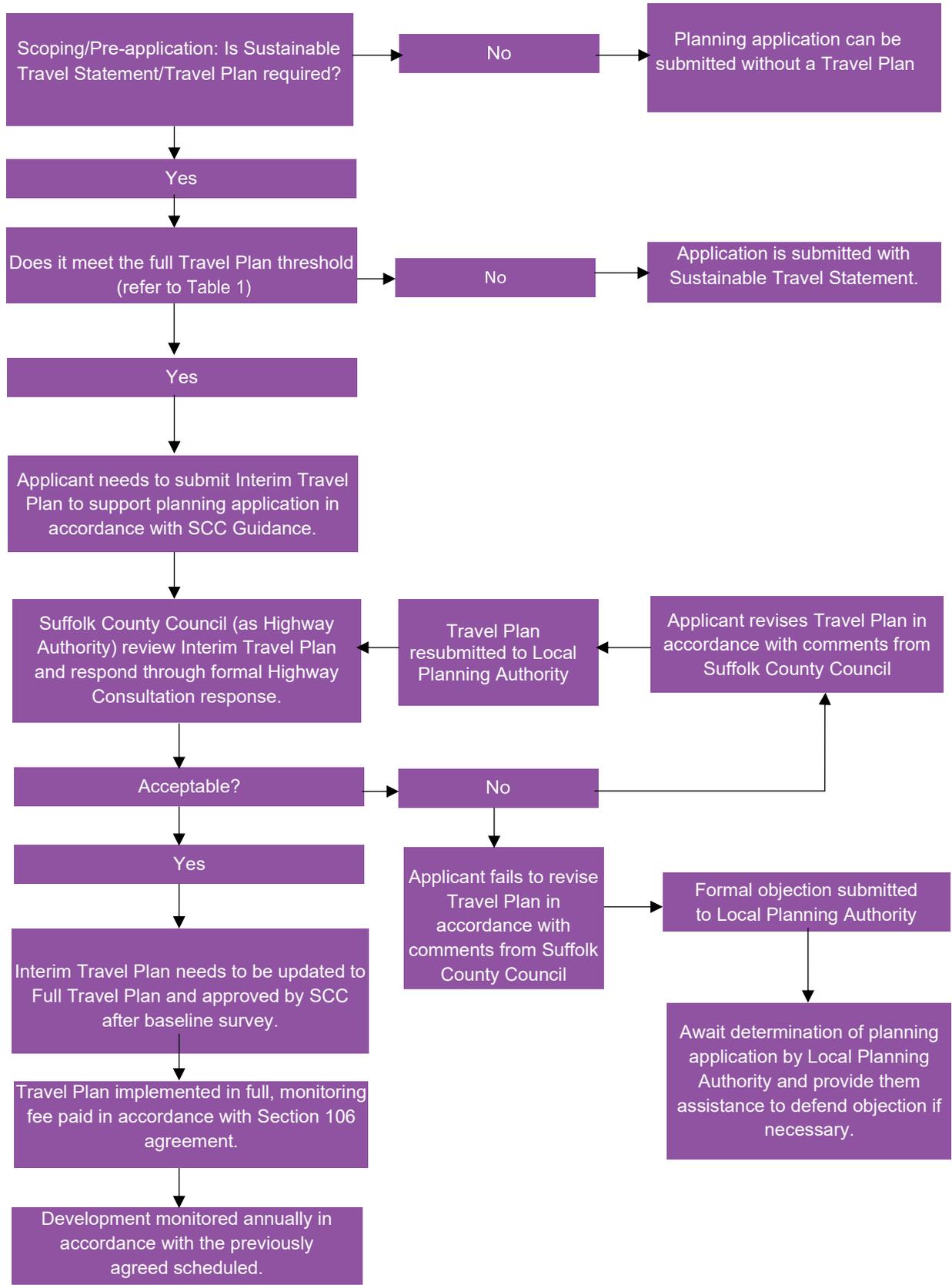
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# Travel Plan Submission Process



The diagram above describes a successful Travel Plan as one which:

- Is fully completed prior to its approval in accordance with Suffolk County Council's Travel Plan template.
- Contains ambitious measures and targets which are secured for implementation by agreement between the Council and the Developer/applicant (by means of a Section 106 Legal Agreement or if appropriate, planning conditions)
- Ensure that the outputs of the Travel Plan (normally trip levels and mode split) are annually monitored against the agreed targets and objectives.
- Is reviewed annually to assess whether it is delivering its planned outputs



# Section 1- Reason for Travel Plan and Background Information

## Reason for Travel Plan

A Travel Plan is required for any development that is going to create “significant” amounts of movement on the highway network according to paragraph 118 of the NPPF 2024. The NPPF also signifies the importance of a vision-led approach to sustainable transport planning, ensuring that development is aligned with long term goals for a more sustainable and accessible communities. There are several local and national policies which support the use of Travel Plans. These are in **Appendix 1**. Transport Assessments, Transport Statements and any other relevant evidence may be used to support this process. Transport Assessments and Transport Statements primarily focus on evaluating the potential transport impacts of a development proposal and suggesting mitigation for any ‘severe’ effects, which may be taken forward in Travel Plans.

Use this section of the Travel Plan template to outline the reasons for the **Residential Travel Plan**, referencing the relevant **planning conditions and obligations**. Please include timescales for any trigger points if known. Examples of the planning conditions recommended have been included in **Appendix 2**.

Also provide details of any site-specific Travel Planning requirements, for example, if the plan has been requested to mitigate the impact of the development on any pre-existing transport issues, e.g., traffic congestion, or air quality management.

Thresholds outlining when a Travel Plan is required are detailed in **Table 1.1**. These are based on local decisions made by SCC (Suffolk County Council) in conjunction with the LPAs and are based on the previously published Travel Plan guidance by the Department for Transport (DfT). This requirement applies to both new developments and extensions of existing developments. In cases of extensions to existing sites, a Travel Plan will usually be requested if the area or number of dwellings takes the total of the new and existing development above the relevant threshold.



Table 1.1: Thresholds for the use of Residential Travel Plans

Land use	Residents' Sustainable Travel Pack may be required in exceptional circumstances	Residents' Sustainable Travel Pack required	Travel Plan required
C3 Dwelling Houses	10-39 dwellings	40-79 dwellings	>79 dwellings

Travel Plans may also be required for developments which do not meet these thresholds, for example those that have an adverse effect on air quality management areas or conservation areas, those that might exacerbate congestion or cause road safety issues and those that, although below the dwelling threshold, are mixed use developments.

Paragraph 116 of the NPPF (December 2024) states that “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.” It goes on to list the following in paragraph 117:

*“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.*



A Travel Plan also accords with the NPPF, by aiding the reduction of air pollution and improving public health, and by reducing the contribution to climate change. Examples of the Travel Plan conditions recommended have been included in **Appendix 2**.

## Project Background

Table 1.2: Brief Project background Information

Planning Application Number (where known)	
Name of Developer and contact details	
Name of Development	
Development Address and Postcode	
Use Class	
Size – no. of dwelling units	
Planned Date of Opening	

Include background information about the development, its location, Developers etc.

Also, provide details such as:

- Type and nature of development, i.e. residential, rural / urban / village
- Overall number of dwellings
- Build-out forecast, including number of dwellings per phase and expected completion date.
- Other relevant Section 106 or Section 278 contributions – e.g., bus stop, crossing etc.
- Key factors about local area and infrastructure including key amenities e.g., schools, GP surgery, groceries etc. within 2 miles.
- An approximate distance from the site to the local city/town center and any roads which provide access to and from the site.
- Existing transport conditions relevant to the site and its surrounding environment:
  - Existing pedestrian/cycle access points (on and off road), cycle and pedestrian routes



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- Existing car share scheme
- Road names and signage
- Designated crossing points
- Detail the location of nearby bus stops and railway stations along with the approximate distances from the development site. Provide bus and train service information, including:
  - Approximate distance in miles from local bus stops and railway station(s) to the development site.
  - The services numbers/names available from each bus stop and railway station.
  - Service frequencies (i.e., day, evenings and weekends).
  - Timetable information (service times in minutes/hours).
  - Destinations that can be reached via local bus and train services, including journey durations.
  - Nearby available bike parking provision
  - Details of other community transportation facilities available
- Overall details of the wider site can also be included in this section, e.g., if there are any other similar or recent developments nearby including residential/commercial, School etc.
- Existing barriers/issues to sustainable transportation should be identified through a site visit and from a transport assessment. Include photographs from the site visit to explain these barriers. Key findings of the Transport assessment need to be incorporated into the content of the Travel Plan. Possible solutions to overcome these barriers should be identified through an action plan.

Please provide the following within the body of the document:

- Site map
- Development location plan
- Build-out and phasing plans
- Isochrone maps highlighting 15- and 30-minute walking and cycling zones highlighting the available amenities (e.g., schools, doctor's surgery, major supermarkets, bus stops, bike shops etc.) within these zones.



## Section 2 – Travel Plan Aim and Objectives

### Aim

The primary aim of this Residential Travel Plan is to:

Example:

**‘Minimise car trips associated with the development site, by promoting and encouraging the use of more sustainable and active alternatives.’**

### Objectives

You will need to set objectives that help achieve the overarching aim of your Residential Travel Plan. The objectives must state what you want to achieve by implementing the travel initiatives; this will give direction and focus for your Residential Travel Plan. You may wish to prioritise your objectives to plan the implementation of supporting initiatives.

Some example objectives are:

- Decrease the number of vehicle trips, particularly during peak hours.
- Increase travel awareness among residents and promote sustainable travel behavior, thus supporting a reduction in traffic congestion and pollution.
- Promote the health, social and environmental benefits of sustainable/active travel.
- Increase sustainable travel choices for residents, including provision for those with impaired mobility.



## Section 3 – Travel Plan Management

### Developing a Travel Plan

Table 2.1: Travel Plan Stages

Stage	Requirement
Scoping	<ul style="list-style-type: none"> <li>Establish the requirement for a Travel Plan or, for a smaller developments, suitable Travel Plan measures</li> <li>Identify the need for the Transport Assessment</li> <li>Applicants and SCC agree the type of Travel Plan required and how this will be integrated with the overall highway mitigation package identified through the Transport Assessment</li> <li>Applicant agrees the requirements for the Travel Plan with Local Planning and Transport Authorities</li> </ul>
Pre-application	<ul style="list-style-type: none"> <li>Applicant submits draft Interim Travel Plan to SCC through the Highways Development Control Mailbox (Highways.DevelopmentControl@suffolk.gov.uk) to allow SCC to evaluate the Interim Travel Plan and make comments (a fee may be required for this service)</li> <li>SCC gives feedback to the applicant enabling review and assessment of the Interim Travel Plan</li> <li>Applicants undertake informal consultation on the proposed application</li> <li>Applicant and LPA undertake negotiations</li> <li>SCC and applicants agree draft terms of legal agreement and conditions.</li> </ul>
Submission of Application	<ul style="list-style-type: none"> <li>Submit Interim Travel Plan and Transport Assessment for consideration alongside the planning application to the LPA</li> <li>SCC carries out further/final evaluation of the plan and ensures that the responsibility for the Travel Plan and its full implementation is clearly set out</li> <li>LPA carries out statutory consultation</li> <li>SCC and applicants agree to any amendments to the Interim</li> </ul>



	<p>Travel Plan, legal agreements (conditions and/or Planning Obligations) and finalise supporting documents</p>
Pre-occupation	<ul style="list-style-type: none"> <li>● Appointing the Travel Plan Coordinator (TPC)</li> <li>● Developer/Occupier commences implementation of measures at agreed trigger points.</li> <li>● TPC to contact SCC to set up Modeshift STARS account</li> <li>● Prepare the Residents' Sustainable Travel Pack and get it approved from SCC prior to occupation</li> </ul>
Occupation	<ul style="list-style-type: none"> <li>● Occupier/Developer ensures full implementation of Travel Plan in accordance with agreed trigger points</li> <li>● SCC agrees that the Travel Plan requirements have been met, enabling occupation to take place</li> <li>● Distribution of Residents' Sustainable Travel Pack within one month of first occupation.</li> <li>● Inform SCC about the first occupation and trigger point/expected timeframe for baseline survey prior to undertaking the survey.</li> <li>● SCC to ensure the TPC undertakes the collection of baseline data for monitoring in a standardised format at the agreed trigger point. Baseline survey dates must be agreed in advance with SCC.</li> <li>● Update Interim Travel Plan to Full Travel Plan after baseline survey and get it approved by SCC.</li> <li>● SCC and Developer/occupier agree to any necessary handover of responsibilities from the Developer/occupier</li> </ul>
Post Occupation	<ul style="list-style-type: none"> <li>● TPC/ Occupier monitors the Travel Plan outcomes as set out in the planning condition or Section 106 agreement and in line with SCC's requirements.</li> <li>● TPC collects data at appropriate times in agreed forms.</li> <li>● SCC ensures that any on-going measures continue to be delivered</li> <li>● Occupier and SCC undertake review process to agreed timescales</li> </ul>



## Enforcement

- LPA, in consultation with SCC, considers use of enforcement if outcomes are not delivered and amendments cannot be agreed with the Developer/occupier

## Travel Plan Coordinator (TPC)

The Travel Plan Coordinator should be appointed by the Developer, with the appropriate skills, budgetary provision and resources to produce, update and manage the continued implementation of the Residential Travel Plan including the provision of information to the District/Borough Council as well as the County Council. SCC requires a minimum spend of at least £575 (from June 2024) per dwelling. At least £200 of this should be spent on a multimodal voucher for each first occupation, offering new residents access to local cycle retailers, bus providers and train companies where applicable. The remainder of this spend should be used to provide regular newsletters and on-site sustainable travel events to residents, including such things as personal travel planning and free e-bike trials. The costs of the travel plan coordinator and the monitoring / surveys should be in addition to this spend.

This person should be identified from the outset and will lead on writing and implementing the Residential Travel Plan. This person will either have the authority to make decisions themselves or have the direct support of the Developer who can facilitate decision-making.

The appointment of a Residential Travel Plan Coordinator is crucial, as there must be one focal point of contact to successfully implement the Residential Travel Plan. **The contact details for the Residential Travel Plan Coordinator must be submitted to Suffolk County Council's Behaviour Change Team** upon appointment to the role and prior to first occupation of the site. In case of any changes in appointing a Travel Plan Coordinator, the Developer should inform SCC at their earliest convenience.

The Travel Plan should also include contact details for a named role with the Developer to allow SCC to contact the Developer directly if the Travel Plan Coordinator



is unable to deliver the Travel Plan in a satisfactory manner.

## Partnerships

The Residential Travel Plan Coordinator should look to develop partnerships with local organisations which may facilitate the development of active, sustainable travel measures. These could include but are not limited to:

- Resident's associations
- Property management companies
- Local public transport groups and / or operators
- Local walking and / or cycling groups.
- Local Bike shops
- Active and sustainable travel initiatives offered by the local authorities.
- Local facilities such as schools, GPs, shops etc.



## Section 4 – Travel Plan Targets

### Setting up the Travel Plan Targets

To give momentum to achieving your objectives you should set targets which should be **SMART (Specific, Measurable, Achievable, Realistic and Time-bound)**.

Targets should be broken into shorter- and longer-term deadlines to ensure success. Clear targets should be set to help achieve the Plan's objectives. For example:

- Car trips per household – based on annual travel and traffic survey data
- Increase in uptake of alternatives – e.g., increase in bus use, number of people in resident focus groups, uptake of vouchers offered and car club membership etc.
- Reduced car ownership levels
- Increased awareness of travel options from the site (to be identified from annual travel surveys)

Both negative and positive targets need to be included. Some examples of targets have been given below:

- Decrease the number of vehicle trips by *X% or X number of trips* by (*insert date*).
- Increase the number of journeys made by sustainable mode by *X%* by (*insert date*)

Before setting your targets, you should also consider any **Traffic Counts** identified via Transport Assessment, TRICS data, Census Records and in particular, similar developments nearby. The data must be consistent with that included in the related Transport Assessment or Transport Statement and must be broken down by mode, as follows:

- Train
- Bus
- Taxi
- Motorcycle/ scooter



- Driving a car or van
- Passenger in a car or van
- Cycle
- Walk / Wheel
- Work at home

Please include any predicted development trip generation data and relevant commentary. This data should be used to help forecast future trip rates and the types of targets needed for the Interim Travel Plan. Data should be as up to date as possible – not more than 5 years old. The targets set in the Interim Travel Plan should be reviewed after the baseline survey and the Interim Travel Plan must be updated to a Full Travel Plan which must be approved by SCC prior to implementation.

Targets must reflect the government’s long-term goal of 50% of journeys in towns and cities to be made by walking or cycling by 2030 and in rural areas targets must aim to achieve at least a **15%** reduction in single occupancy car use over a set period. There should be other targets set for sustainable modes like increasing cycling, walking, public transport, car sharing, etc. All targets should be agreed with the SCC Behaviour Change Team prior to implementation.

**If the Residential Travel Plan Targets are not achieved**

If the Residential Travel Plan targets are not achieved the following may be invoked.

- Remedial measures (in consultation with SCC Behaviour Change Team) to be implemented by the Developer to achieve the agreed Residential Travel Plan target(s) including extension of the monitoring period and concomitant annual fee.
- Travel Plan target mitigation funds may be secured by SCC through a Travel Plan Target Cash Deposit payable through a Section 106 obligation. This may be called upon to support remedial / additional measures put in place by SCC or a third party of their choice.
- Formal enforcement actions may be undertaken in consultation with the relevant Local Planning Authority, if secured by planning conditions. These may include restrictions on future site usage such as the prevention of occupation or further construction.



## Section 5 – Sustainable Travel Opportunities

Moving house has been identified as one of the key life moments when people can be persuaded to approach things differently or try new things. This is an opportunity to promote sustainable and active travel to and from the site to every new occupant at a time when they are likely to be receptive to the idea. The guidance detailed here is to be incorporated into the first SCC approved version of the Travel Plan.

### Residents' Sustainable Travel Pack

A **Residents' Sustainable Travel Pack** approved by the Suffolk County Council Behaviour Change team should be issued to the first occupants of each new dwelling, upon the point of occupation. The pack should be aimed at promoting sustainable and active travel in support of the **Residential Travel Plan** aim and objectives, and in addition to the information about specific modes detailed elsewhere in this section, must contain the following:

- A brief introduction to the Travel Plan, to help residents understand why they are receiving this Travel Pack.
- Contact details for the Site Travel Plan Coordinator.
- A multi-modal voucher with a minimum value of £200 per household, available to spend in local bike shops\*/ secondhand bike schemes, with local bus operators or with local train operators (the latter only if the nearest train station is within 3 miles of the development). The voucher should be consistent in value and available to **all** households within the development.

\*NB a voucher for Halfords is not acceptable as it could be spent on car parts / accessories.

- Map of the site within the context of the local area, identifying local amenities (e.g., schools, doctor's surgery, major supermarkets, bike shops, etc.) to include 15- and 30-minute isochrones for walking and cycling as well as local cycle paths.
- All details to support walking, wheeling, cycling, public transportation, home



working and car sharing/car clubs.

- Details of how to access Personalised Travel Plans (see **Appendix 5**) for new residents of the site.
- Reference to travel websites, resources, and support services for each mode of travel, to include as a minimum:

[www.discoversuffolk.org.uk](http://www.discoversuffolk.org.uk)

[www.activesuffolk.org](http://www.activesuffolk.org)

[www.livingstreets.org.uk](http://www.livingstreets.org.uk)

[www.cyclinguk.org](http://www.cyclinguk.org)

[www.sustrans.org.uk](http://www.sustrans.org.uk)

<https://thewaytogosuffolk.org.uk/>

<https://walkingandcyclinginsuffolk.org.uk/>

[www.suffolkonboard.com](http://www.suffolkonboard.com)

<https://liftshare.com/uk>

<https://feelgoodsuffolk.co.uk/>

- Information provided within the **Residents' Sustainable Travel Pack** should be bespoke to the development and specifically to the area it is situated within.

## Walking/ Wheeling and Cycling

Walking should be promoted for all journeys up to 2 miles from the site and cycling for journeys up to 5 miles, these figures roughly approximating the 30-minute isochrone. In this section highlight which local amenities are within these ranges and consider a range of initiatives to enable and support walking/wheeling and cycling. For example:

- Highlight the planned infrastructure / facilities within the site for supporting sustainable travel (e.g., cycle parking, safe or segregated routes, rights of way, etc.)
- Form a Bicycle User Group for residents and facilitate meetings and communications between the groups for the duration of the Travel Plan Coordinator role.
- Offer free cycle training for families and adults (this can be booked at a cost through [travelplans@suffolk.gov.uk](mailto:travelplans@suffolk.gov.uk) )
- Promote national and local campaigns for the residents e.g., Walk to School Week, Cycle to Work Day, etc.



- Detail local bike shops where residents can spend their Multi Modal Travel Voucher.
- Provide event days to residents offering information and inspiration on active travel as well as e.g., low traffic walking groups, free bike security marking, hands-on e-bike demonstrations, balance bikes for non-cyclists to try.

## Public Transport

Public transport offers an alternative to many car journeys and will also allow people to incorporate more active travel into their journey e.g., walking to a bus stop. Consider the following measures amongst other things:

- Ensure that residents have access to local bus timetables. As well as incorporating these in the Residents' Sustainable Travel Pack, repeat these at regular intervals in other communications to residents.
- Could a local bus route be made more convenient for residents by changing the route to come through the development? E.g., Residential Travel Plan Coordinator to engage with bus operators to explore the possibilities and use the incentive of the Multi Modal Travel Voucher to encourage engagement of both bus operators and the residents.
- Highlight 'green' or 'low traffic' walking and cycling routes (and cycle parking facilities) to local public transport stops within the distances specified in Walking and Cycling above.
- Where possible, offer a choice of public transport routes to residents who request Personalised Travel Planning.
- Regular promotion of information available on [www.suffolkonboard.com](http://www.suffolkonboard.com)

## Electric Vehicle

Residents should have access to EV charging points within the development. Detail facilities available within the development for charging electric vehicles and include distance to nearby charging stations.



## Car Sharing

This is a great way to dramatically reduce single occupancy car trips and should be promoted regularly to residents as needs and journeys change over time.

- Could residents be encouraged to sign up for an existing scheme e.g., [www.liftshare.com](http://www.liftshare.com)
- Use ongoing communications to highlight local car-sharing opportunities e.g., the Travel Plan Coordinator could manage a scheme that is promoted in July / August for those who have children starting at local schools in September.

## Car Clubs

Could a car club help residents in the development to manage with one less car than they might anticipate? The Travel Plan Coordinator should liaise with residents, a car club operator, and the Developer to explore this opportunity. It may be possible to offer residents a reduced value Multi Modal Travel Voucher and use the saving to support funding to start a car club for the development and this option can be explored with the SCC Behaviour Change Team at the point of developing the Travel Plan.

- A car club should be considered at the earliest possible stage of the development process to allow any necessary infrastructure and costs to be factored in (e.g., on-street parking specifically for car club vehicles, and electric charging for car club vehicles).
- A commitment to an onsite car club may allow a reduction in the parking requirement for the development.
- Residents perceive car clubs as adding value to developments due to the extra utility that is offered as well as the reduced requirement to own a car.
- For all residential developments requiring a travel plan, provision for a car club vehicle is strongly recommended and SCC will look to condition this where the development is in an urban location or where a reduced level of parking is sought. This should include a dedicated parking space and funding to support the vehicle for a period through to 1 year from the final occupation.



## Marketing, Promotion and Information

High quality promotional material will reflect well on the Developer and the Travel Plan Coordinator and will also better engage residents. The **minimum** expectations at the start of the Travel Plan engagement include:

- Residents' Sustainable Travel Information Pack, formally approved by the SCC Behaviour Change team. This should be delivered to all dwellings within one month of their first occupation. The pack should include aspirational images (representing a wide cross section of people with differing protected characteristics) and be written in a simple, conversational style.
- The document should be accessible to the widest range of people and as a minimum be available in a printed format.
- Spring and Autumn newsletters should be delivered to all residents on the development and all the above guidance for the Residents' Sustainable Travel Information Pack also applies to the newsletters. These should reflect seasonality and offer inspiration and advice that is appropriate to the time of year. The newsletters should continue for as long as the Travel Plan Coordinator role is in place.
- Is there anywhere on the development that could host a community information board? This could detail active travel opportunities and promote national events that are forthcoming.
- An online version of the above information will also help to drive engagement. A dedicated webpage for the development is desirable and could include the travel pack and all other promotional materials.
- An annual Community Sustainable Travel Event should take place on the site at least once each year. Some ideas for these events are detailed in the sections above, but other ideas may be appropriate or necessary. The events should continue for as long as the Travel Plan Coordinator role is in place.



## Action Plan

This section details how you are going to achieve your Travel Plan aims and objectives. Actions should be detailed and specific and should evolve over time. Use the blank table provided in the Residential Travel Plan template and add more lines as needed, ensuring that each column is completed as in the example below. Each target may require more than one action.

### Objective 1: To reduce reliance on private car use for local trips and encourage car sharing.

Targets	Actions	Timescale	How measured
Reduce the rate of car use by 15%.	Promotion of Lift Share/ Walking/Cycling.	5% within 1 year, 10% within 3 years and 15% within 5 years of implementation of the full TP.	Residents Travel Surveys/ Automatic Traffic Count (ATC)
Increase car sharing by 5%.	Initiatives via Resident's Sustainable Travel Pack /newsletter/ promotional events at site.		

### Objective 2: To encourage the use of alternative modes of transport which have less environmental impact, including cycling, walking and public transport

Targets	Measures	Timescale	How measured
5% increase in cycling	Sustainable travel vouchers.	3 years after last occupation	Residents Travel Surveys/ ATC
5% increase in public transport usage	Promote via Resident's Sustainable Travel Pack/ newsletters/ promotional events.		



## Section 6 – Travel Plan Monitoring & Review

### Travel Plan monitoring and reviewing

A Travel Plan requires regular monitoring, reviewing and adjustment to make sure that it is achieving its objectives. A Travel Plan implemented in full should be monitored annually at mutually agreed trigger points in accordance with the planning conditions and / or planning obligations and the Suffolk Travel Plan Monitoring Framework for Residential Developments (**Refer to Appendix 4**). After the planning application has been approved, SCC's Behaviour Change team needs to be contacted at [travelplans@suffolk.gov.uk](mailto:travelplans@suffolk.gov.uk) to set up the Modeshift STARS account.

The first Travel Plan Baseline survey should take place in May/June after either more than 60% of dwellings or 99 dwellings have been occupied (whichever is higher). Where the baseline travel data is not known then the interim targets may need to be modified in conjunction with the Council once the baseline survey has been completed. TPC/Developer need to inform SCC Behaviour change team about the first occupation and different trigger points of the Travel Plan. TPC also has a requirement to inform SCC of the dates planned for the ATC and other surveys at the baseline stage and throughout the monitoring phase.

The multimodal residents survey is to be carried out during the month of September. Every year, for the entire duration of the Travel Plan, the Travel Plan monitoring survey should be undertaken, and an annual Travel Plan monitoring report must be submitted to Suffolk County Council through the Modeshift STARS website. The annual monitoring data will also need to include the number of cycle vouchers issued, the number of bus vouchers issued and details of any other incentives.



Along with this guidance, SCC requires that applicants use the appropriate SCC template and relevant supporting documents, which help to develop and manage their Travel Plan: <https://www.suffolk.gov.uk/asset-library/imported/2020-02-04-residential-travel-plan-monitoring-template.xlsx> (Please convert to PDF before uploading onto Modeshift STARS Community). This will save time in drafting and agreeing to the Travel Plan and therefore speed up the planning process. After a formal Travel Plan document has been submitted and agreed, applicants may wish to upload their Travel Plan to the MODESHIFT STARS website for nationally recognised accreditation.

### Funding SCC’s role in Travel Plan monitoring and evaluation

The Travel Plan Evaluation and Support Contribution refers to the ongoing monitoring, evaluation and review of the Travel Plan by SCC once the Travel Plan has been approved. Monitoring of Travel Plans is not a statutory function of Suffolk County Council, whereas monitoring and administration of planning obligations and development is a statutory function of the granting LPA. In the event of any dispute over payment of The Travel Plan Evaluation and Support Contribution, SCC would be unable to recommend discharge of the relevant condition to the LPA.

SCC can be involved in the Travel Planning process at two different levels.

#### Level 1: Travel Plan Review, Monitoring Evaluation and Support.

In order to undertake this, a fee of £1,200 per annum (2025) BCIS indexed is required.

This covers SCC’s costs for:

- Annual implementation of monitoring framework
- Developer TPC contact to confirm occupations
- Officer time reviewing ATC trip rates
- Officer time reviewing survey responses
- Site visits where required
- Reviewing progress against travel plan
- Reviewing updated travel plan
- Review of remedial measures where necessary
- Feedback to developer / TPC



### Sharing of progress with LPAs

The contribution would be agreed in the planning obligation (Section 106 agreement or Unilateral Undertaking) for a minimum period after baseline survey of 5 years or until 1 year after final occupation whichever is the longer.

### **Level 2: Full Travel Plan Delivery plus Monitoring and Evaluation.**

In addition to the Level 1 involvement, SCC can deliver the Travel Plan for a bespoke cost in which all work related to the Travel Plan would be undertaken by the SCC Travel Plan coordinator and financed. This includes a range of services from creation and delivery of Travel Plans, survey analysis, issuing sustainable travel vouchers, conducting Travel Plan events, and providing tailored travel information. Level 2 engagement will help to streamline the process between the LPA and the Developer, potentially saving time and cost.

To discuss the SCC TP team writing and / or delivering the Travel Plan for your development, please contact [travelplans@suffolk.gov.uk](mailto:travelplans@suffolk.gov.uk)



## Appendix 1- Policy Context

Policy	Comments
National Planning Policy Framework (2024)	Paragraphs 109, 110, 115, 117 and 118 are relevant to the submission of Travel Plans and their content
Planning Practice Guidance (2014) - Travel Plans, transport assessments and statements	This is the main national guidance document for writing Travel Plans
Local Transport Plan 4 2024-2040	At the time of writing, this is currently undergoing public consultation.
There are six Local Planning Authorities across Suffolk. Babergh and Mid-Suffolk have a joint Local Plan, each of the others have different policies regarding Travel Plans.	Local Plan for the Broads (2019)
	West Suffolk Council – Local Plan At the time of writing this guidance, this is currently being updated.
	Ipswich Borough Council Ipswich Local Plan 2018-2036 (2022) Ipswich Local Plan, Local Development Scheme for Ipswich 12 <sup>th</sup> edition
	Babergh and Mid Suffolk Joint Local Plan Part 1 (2023)- Policy LP29
	East Suffolk Council: Suffolk Coastal Local Plan (2020) East Suffolk Council: Waveney Local Plan (2019)



## Appendix 2- Examples of Travel Plan Conditions

**Example Condition:** No development above ground floor slab level of any part of the development hereby permitted shall take place until the travel arrangements to and from the site for residents of the dwellings, in the form of a revised Travel Plan in accordance with the mitigation measures identified in the submitted Transport Assessment [DATED] and Travel Plan [DATED] shall be submitted for the approval in writing by the local planning authority in consultation with the highway authority. This Travel Plan must contain the following:

- Baseline travel data based upon the information provided in the Transport Assessment, with suitable measures, objectives and identified targets to reduce the vehicular trips made by residents across the whole development, with suitable remedial measures identified to be implemented if these objectives and targets are not met.
- Appointment of a suitably qualified Travel Plan Coordinator to implement the Travel Plan in full and clearly identify their contact details in the Travel Plan and Residents' Sustainable Travel Pack
- A baseline travel survey using traffic counters and resident questionnaires in order to generate a Full Travel Plan based on the SCC Travel Plan guidance.
- A further commitment to monitor the Travel Plan annually on each anniversary of the approval of the Full Travel Plan for a minimum of five years after the baseline survey, or one year after occupation of the final dwelling (whichever is later) using the same methodology as the baseline monitoring and to provide the results to SCC in October each year.
- In the event of targets not being achieved a revised Travel Plan should be submitted to and approved in writing by SCC.
- A suitable marketing strategy to ensure that all residents on the site are engaged in the Travel Plan process.
- A Travel Plan budget breakdown that covers the full implementation of the



Travel Plan and includes a commitment to fund it in line with the Suffolk County Council Travel Plan Guidance.

- A copy of a Residents' Sustainable Travel Pack that includes a multi-modal voucher in line with the Suffolk County Council Travel Plan Guidance, to incentivise residents to use sustainable travel in the local area.

No dwelling within the site shall be occupied until the Travel Plan has been agreed. The approved Travel Plan measures shall be implemented in accordance with a timetable that shall be included in the Travel Plan and shall thereafter be adhered to in accordance with the approved Travel Plan.

**Reason:** In the interest of sustainable development as set out in the NPPF, and relevant LPA Policies.

*Note 1: The Travel Plan and Residents' Sustainable Travel Pack should be produced in accordance with Suffolk County Council's Travel Plan Guidance ([www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/travel-plans/information-for-developers](http://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/travel-plans/information-for-developers))*

*Note 2: A financial contribution may be requested and made payable to the council to cover the resource for any discretionary work the local planning authority or highway authority must undertake with the Travel Plan in accordance with Section 93 of the 2003 Local Government Act and Section 3 of the 2011 Localism Act. This will need to be secured through a Section 106 Agreement or separate Unilateral Undertaking. If the contribution is not secured Suffolk County Council are unlikely to have the resource to provide the assistance which is identified in the Travel Plan, which is likely to result in the Travel Plan failing. Further guidance and justification of this contribution can be found in the Suffolk County Council Travel Plan Guidance (<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/travel-plans/information-for-developers>).*



**Example Condition:** At least 3 months prior to the first occupation of the first dwelling, the contents of the Residents' Sustainable Travel Pack (RSTP) shall be submitted to and approved in writing by the Local Planning Authority in consultation with the Highway Authority. The RSTP must be provided to the first occupiers of each dwelling within one month of occupation and must include: walking, cycling and bus maps, latest relevant bus and rail timetable information, car sharing information, Personalised Travel Planning details, and a multi-modal travel voucher in line with the Suffolk County Council Travel Plan Guidance.

**Reason:** In the interest of sustainable development as set out in the NPPF, and relevant LPA Policies.

**Example Condition:** Where a car club vehicle is deemed appropriate, details including the dedicated parking space for an on-site car club will need to be submitted to the Local Planning Authority in consultation with the Highway Authority before any development above slab level. The cost of implementing the car club will need to be covered by the applicant for a minimum of five years, unless agreed in writing by the Local Planning Authority.

**Reason:** In the interests of sustainable development and reducing the demand for car parking on the application site in the light of the levels of car parking being provided below current adopted parking standards, in accordance with the NPPF, and relevant LPA Policies.



## Appendix 3- Definitions

### “Full Travel Plan”

is a fully developed Travel Plan based on the Interim Travel Plan plus the baseline travel monitoring data of the end users, providing a package of measures aimed at promoting more sustainable travel choices and reducing reliance on the private car in relation to the Development.

### “Full Travel Plan Monitoring Report”

means the annual report that is submitted to the County Council by the Travel Plan Coordinator in a form acceptable to the County Council acting reasonably that provides a summary of the traffic counts and resident surveys to demonstrate that the Full Travel Plan objectives and targets are being achieved.

### “Interim Residential Travel Plan”

means a management plan in which the Owner outlines the interim targets, objectives, measures and remedial measures it will take to manage the travel needs of the Development, includes a commitment to carry out travel monitoring and to capture the data of the travel monitoring to help inform the Full Travel Plan and gives a commitment to producing a Full Travel Plan to mitigate the potential highway impact of the Development.

### “Residents’ Sustainable Travel Pack”

means a travel pack provided to each Dwelling that includes bus tickets or cycle voucher of equivalent value for every resident, current public transport information for bus and rail services, provision of maps of pedestrian and cycle routes, car sharing information, Personalised Travel Plans and information to promote the benefits of sustainable travel in the local area to encourage sustainable travel.

### “Sustainable Travel Statement”

means a document that outlines and promotes all the existing sustainable travel options together with travel vouchers to encourage more sustainable travelling.



**“Travel Plan Coordinator”**

means the person appointed by the Owner to fully implement and monitor the Travel Plan.

**“Travel Plan Target Cash Deposit”**

means a cash deposit entered into by the Owners, approved in writing by the County Council, such sum being the sum required, in the event that the Owner defaults in achieving the Travel Plan targets identified in the INTERIM or FULL TRAVEL PLAN, to undertake any works it sees fit to mitigate the additional vehicular trips generated through the failure to achieve the targets in the Travel Plans, either itself or through an agent appointed or instructed by the County Council.

**“Travel Plan Evaluation and Support Contribution”**

means the sum of one thousand two hundred pounds (£1,200) BCIS Indexed per annum payable in accordance with [INSERT RELEVANT SECTION] of this Deed towards the costs of the County Council monitoring the implementation of the Travel Plans;

**“Travel Plan Remedial Measures Notice”**

means a notice in writing served on the Owner by the County Council where the Owner has failed to meet one or more of the targets identified in the Interim Travel Plans and/or the Full Travel Plan specifying the remedial Travel Plan measures and/or actions required to be taken by the Owner to remedy the failed targets and a reasonable time.



## Obligations:

### Travel Plan Evaluation and Support Contribution

The Owner covenants to pay the first instalment of the Travel Plan Evaluation and Support Contribution of £1,200 (one thousand two hundred pounds) BCIS Indexed prior to occupation of any Dwelling.

The Owner hereby covenants not to Occupy or allow or permit Occupation of any Dwellings unless and until the first instalment of the Travel Plan Evaluation and Support Contribution of £1,200 (one thousand two hundred pounds) BCIS Indexed has been paid to the County Council.

The Owner covenants to pay further instalments of the Travel Plan Evaluation and Support Contribution of £1,200 (one thousand two hundred pounds) BCIS Indexed annually prior to the anniversary of the initial payment SAVE THAT no further instalments of £1,200 (one thousand two hundred pounds) BCIS Indexed of the Travel Plan Evaluation and Support Contribution shall be payable by the Owner after five years from the first Occupation or after one year after Occupation of the final Dwelling, whichever is the latter.

### Travel Plan Target Cash Deposit

The Owner covenants with the County Council to pay a Travel Plan Target Cash Deposit prior to the first Occupation of the first (1st) Dwelling.

The Owner hereby covenants not to Occupy or permit or allow Occupation of any Dwelling unless and until the Owner has paid the Travel Plan Target Cash Deposit.

### Residential Travel Plan

Unless otherwise agreed with the County Council the Owner covenants to implement the Interim Travel Plan in full.

- The Owner covenants to submit a draft Residents' Sustainable Travel Pack to the County Council for written approval by the County Council no less than three months prior to the Occupation of the first (1st) Dwelling.
- The Owner hereby covenants not to Occupy or permit or allow Occupation of



any Dwelling until the draft Residents' Sustainable Travel Pack has been submitted to, and approved in writing by, the County Council.

- The Owner covenants to provide a Residents' Sustainable Travel Pack to each Dwelling forming part of the Development within one (1) month of the first Occupation of each Dwelling.
- The Owner covenants to submit the Full Travel Plan to the County Council for written approval by the County Council following completion of the baseline travel survey, as detailed in the SCC Travel Plan guidance.
- The Owner hereby covenants not to Occupy or permit or allow Occupation of further Dwellings until the Full Travel Plan has been submitted to, and approved in writing by, the County Council.
- The Owner covenants to submit to the County Council on an annual basis on the anniversary of the approval of the Full Travel Plan Monitoring Report for a period of five years or until one year after occupation of the final Dwelling, whichever is the longer.
- The Owner covenants to appoint the Travel Plan Coordinator no less than three (3) months prior to the Occupation of the first (1st) Dwelling.

### **Travel Plan Remedial Measures Notice**

- The Owner covenants to carry out the measures and/or actions specified in the Travel Plan Remedial Measures Notice served by the County Council on the Owner within the timescales identified within the Travel Plan Remedial Measures Notice.
- If the Owner has failed in the reasonably opinion of the County Council to comply with the measures and/or actions specified in a Travel Plan Remedial Measures Notice within the timescales specified therein or on the event of a dispute the timescale determined through the dispute resolution procedure pursuant to [RELEVANT CLAUSE] the Owner acknowledges that they will be in breach of this Agreement and that the County Council may take such action in respect of that breach or breaches as it considers appropriate without further recourse to the Owner.



### County Council Travel Plan Obligations:

- The County Council shall if requested to do so in writing after the expiry of two (2) years of the date that the final instalment of the Travel Plan Evaluation and Support Contribution was paid within a further period of one (1) year pay to any person such amount of the Travel Plan Evaluation and Support Contribution paid by that person in accordance with the provisions of this Agreement which
- has not been committed or expended by the County Council in accordance with
- the provisions of this Agreement together with any interest accrued at the Bank of England Base Rate minus 2 basis points, compounding annually at financial year end, such payment to be made within twenty-eight (28) Working Days of such request.
- When the Travel Plan Evaluation and Support Contribution paid to the County Council pursuant to this Agreement has been spent or committed the County Council shall upon written request by the Owner after the expiry of two (2) years of the date that the final instalment of the Travel Plan Evaluation and Support Contribution was paid within a further period of one (1) year notify the Owner that such monies have been spent or committed such notice to include full details of what the said monies were spent on or committed to.
- To serve a Travel Plan Notice on the Owner if the Owner fails in the reasonable opinion of the County Council to perform the obligations and deliver the requirements of the Travel Plans specifying the actions required by the Owner.
- The County Council may if requested to do so in writing by the Owner authorise the repayment of up to [PERCENTAGE] of the Travel Plan Target Cash Deposit following the submission to the County Council of the Full Travel Plan Monitoring Report for that year by the Owner PROVIDED THAT the County Council is satisfied with, and has approved in writing, the Full Travel Plan Monitoring Report and the County Council has been provided with sufficient evidence, as is required by the County Council, to demonstrate the Owner compliance with the Full Travel Plan, as approved.



## Appendix 4- Monitoring Framework & Reporting

As a Highway Authority, the requirement to oversee the monitoring of a Travel Plan is normally the responsibility of SCC. This is a discretionary function of the County Council and requires a suitable level of resource to ensure that it is maintained and the Travel Plan stakeholders, such as the Developer and Local Planning Authority (who oversee the compliance of the Travel Plan) benefit from this service.

To ensure that the SCC offer is maintained and is effective and considering the increased demand on Council resources, a consistent Travel Plan monitoring framework has been set to ensure that the Suffolk County Council Behaviour Change team maintain a high level of service to stakeholders. This monitoring process is written in accordance with the Travel Plan monitoring requirements identified in the “Travel Plans, Transport Assessments and Statements” section of the 2014 Planning Practice Guidance.

The Developer/TPC must inform SCC regularly of different trigger points and when the site is at first occupation for setting up a Modeshift STARS account. The expected time of/ trigger point for the baseline survey must be shared at this point.

### January – March:

Travel Plan Coordinators must agree suitable dates with SCC for Automatic Traffic Counts (ATC's) or Multi-modal surveys to be set up before the end of September to ensure they are accommodated in the monitoring reports. These surveys must be undertaken at a time that avoids public and school holidays. ATC's must be set up for a minimum of 14 continuous days. Monitoring must be carried out in the same period(s) each year to ensure consistency.

### July:

SCC sets up the Residents Travel Survey and sends a link to Travel Plan Coordinators for completion. Suffolk County Council also sends the Residential Travel Plan Monitoring Template ([2020-02-04-residential-travel-plan-monitoring-template.xlsx](https://www.suffolk.gov.uk/2020-02-04-residential-travel-plan-monitoring-template.xlsx) ([live.com](https://www.suffolk.gov.uk/live.com)))



to collect the ATC data, survey data and total uptake of multi-modal vouchers (from first occupation to date of annual monitoring).

**September:**

Residents Travel Survey goes live for the month of September.

**October:**

Travel Plan Coordinator submits the survey results and monitoring data to Suffolk County Council in the agreed formats by the 31st of October.

**November – December:**

Following evaluation of the monitoring data SCC notifies the Travel Plan Coordinators of the outcome of the reviews. If targets are not achieved, a Travel Plan Remedial Measures notice may be served, and the measures identified in section 5 (Travel Plan Targets) may be put in place.

If the agreed Travel Plan review duration has been concluded and if the Travel Plan was secured by planning conditions, the Travel Plan Coordinator must contact the relevant Local Planning Authority to discuss the discharge of any related Travel Plan conditions.

Results will be published in the Suffolk Annual Travel Plan Monitoring report. This report will be shared with stakeholders and published on <https://thewaytogosuffolk.org.uk>



**Required Travel Plan Monitoring Report content:**

- Site name
- Planning reference
- Total number of dwellings planned for development
- Date of Baseline survey
- Dwellings occupied at date of monitoring
- Predicted AM and PM trips generated and trip rate from supporting Transport Assessment. This must include both arrivals and departures.
- Actual trips from ATC's (Tuesday-Thursday; two-week average) during the AM (08:00-0900) and PM (17:00-18:00) peak periods, including both arrivals, departures and two-way.
- Residents Travel Survey modal breakdown (SOV, Car Share, Rail, Bus, Cycle, Walk)
- Survey response rate (number of dwellings responded ÷ number of dwellings occupied)
- Update on number of multi-modal vouchers requested
- Update on number of Personalised Travel Plans provided



# Appendix 5 – Personalised Travel Plan

## Personalised Travel Planning

Personalized Travel Planning (PTP) delivers targeted information and motivation to residents to assist them in making more active/sustainable travel choices.

### Benefits of a Personal Travel Plan

- Walking and cycling increases health benefits and well-being
- Improved air quality
- Reduced Travel expenses
- More public transport use increases service viability
- Enhanced local environment
- Reduced CO2 from single occupancy car usage
- More sociable neighborhoods.

### Aim of Personalised Travel Planning

The overall aim of PTP is to enable people to make trips in more active/sustainable ways whilst thinking about their current travel habits and how to improve them.

### Components of Personalised Travel Planning

This will contain a plan of active/sustainable travel ideas for a personal route to an agreed destination as discussed with the residents. This could include:

- Maps: Walking and Cycling
- Location of safe cycle storage near to destination
- Bus timetable and nearest bus stops
- Train timetable and closest train station
- Details of car sharing/car clubs
- Needs-based accessibility route assessment

### Methodology for Personalised Travel Planning

This could be done by online questionnaire, telephone discussion, email or by personal visit. The process should consider existing abilities and working hours/shift patterns of the residents.



