

Site/Development Name

**Site/Development Address
Details**

Planning reference number

Residential Travel Plan Template

Use this space to insert an image of site/development

Include Developer logo(s)

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Section 1- Reason for Travel Plan and Background Information

Reason for Travel Plan

(Please refer to the Guidance Notes to complete this section)

As part of the planning permission for (Site/Development Name), a number of planning conditions and obligations have been set which relate to the implementation and delivery of a **Residential Travel Plan**. These are:

[Please include relevant planning conditions/section 106 agreement. Timescales of trigger points if known]

This Residential Travel Plan aims to positively influence the travel patterns and Behaviour of future residents through the encouragement of greater use of active travel, public transport, and other sustainable modes of travel to reduce reliance on the use of private car.

Project Background

Brief Introduction about the Development, Developer and the Travel Plan Coordinator.

(Please refer to the Guidance Notes to complete this section)

Table 1 : Project Brief

Planning Application Number (where known)	
Name of Developer and contact details	
Name of Development	

Development Address and Postcode	
Use Class	
Size – no. of dwelling	
Planned Date of Opening	

This section provides key information about the nature of the development and surrounding infrastructure and amenities. You should include a site plan, location plan and details of the number of dwellings / commercial units complete with any phasing and build out projections. Details of travel times to local facilities including schools, transport hubs and GP surgeries should be included along with relevant bus / train timetables.

Existing transport conditions

Provides details of existing transport infrastructure

1. Public transportation
2. Train
3. Pedestrian and cycle infrastructure
4. Car share schemes
5. Also details the barriers to Sustainable Travel

(Please refer to the Guidance Notes on project background to complete this section)

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

The objectives of (Site/Development Name) **Residential Travel Plan** are:

(See Guidance Notes for further information and examples).

Section 3 – Travel Plan Management

Developing a Travel Plan

This section should outline the roles and responsibilities for the management of your Residential Travel Plan.

Travel Plan Coordinator (TPC)

The **Residential Travel Plan Co-Ordinator** - Name, Company name, company address, Telephone, email address.

Please list the Residential travel plan Co-Ordinator duties which may include the following:

- Support, oversee and implement the requirements of the Residential Travel Plan upon first occupation of the development and through the life of the plan.
- Provide travel advice and guidance to residents in the early stages of occupation and throughout the development process.
- Liaise with the Behaviour Change team at Suffolk County Council on the production and management of the Residents' Sustainable Travel Pack.
- Distribute the Residents' Sustainable Travel Pack to all households upon first occupation.
- Undertake personal journey planning for residents when requested.
- Ensure the travel information made available is always current and up to date.
- Design and implement effective marketing and awareness-raising campaigns to promote the initiatives and sustainable transport infrastructure within the Residential Travel Plan.
- Ensure communal cycle storage facilities are functional upon first occupation and maintained throughout the life of the Travel Plan.
- Organise Annual Traffic Counts and Travel Surveys and submit the results in the requested format to the SCC Behaviour Change team.
- Upon the request of Suffolk County Council, update the Residential Travel Plan

based on results of the traffic counts and travel surveys, to achieve the travel plan targets.

- Act as the communication channel between the residents and the Developer for all matters regarding sustainable travel.

Partnerships

(See Guidance Notes for further information and examples)

Section 4 – Travel Plan Targets

Baseline Travel pattern and Travel to work data

Before setting your targets, consider any **Traffic Counts** identified via the Transport Assessment, Census Records and in particular, similar developments nearby. This data should be used to help forecast future trip rates and the types of targets needed. Data should be as up to date as possible – not more than 5 years old.

Setting up the Travel Plan Targets

(See Guidance Notes for further information and examples)

Section 5 – Sustainable Travel Opportunities

This section should set out those sustainable travel opportunities and measures identified to support the aims and objectives of the **Residential Travel Plan**. A wide range of measures should be considered in the context of specific development.

Residents' Sustainable Travel Pack

Provide a **Residents' Sustainable Travel Pack** as approved by SCC to every household upon first occupation. Include the Travel pack in Appendix.

(See Guidance Notes for further information).

Walking/ Wheeling and Cycling

Use this section to detail the opportunities available to encourage residents to walk or cycle as an alternative to single occupancy vehicular journeys.

(See Guidance Notes for further information).

Public Transport

Use this section to detail the opportunities available to encourage residents to use local public transport services as an alternative to single occupancy vehicular journeys.

(See Guidance Notes for further information and examples).

Electric Vehicle

Use this section to detail the opportunities available to encourage residents to use electric vehicles.

(See Guidance Notes for further information and examples).

Car Sharing

Use this section to detail how the **Residential Travel Plan** will promote Car Sharing, and what initiatives will be introduced. Signpost residents to www.liftshare.com

(See Guidance Notes for further information and examples)

Car Clubs

Use this section to detail any Car Club provisions that will be provided in association with the development. Consider:

- Number, location and type of vehicle (i.e. e-vehicles, type of fuel)
- Location of parking spaces (onsite/on street)
- How residents will be able to book vehicles
- Associated costs

(See Guidance Notes for further information).

Marketing, Promotion and Information

Publicity is a key element of your **Residential Travel Plan** as it will help you meet many of your objectives. Regular marketing and advertising are the most effective way of ensuring residents are engaged. Provision of a **Residents' Sustainable Travel Pack, Spring and Autumn newsletters and an annual community sustainable travel event as a minimum.**

(See Guidance Notes for further information and examples)

Action Plan

The success of the **Residential Travel Plan** will be measured against the number of residents making single occupancy vehicular trips, and the level of modal-shift from single vehicular use to sustainable and more active modes such as walking, cycling, car sharing and public transport. The actions designed to meet the **Residential Travel Plan** Objectives and Targets should be set out in the table below, detailing the actions/measures planned for each target to be met, time scale and how the achievement of targets will be measured for each one:

The targets for (*Site/Development Name*) have been identified below: (You should aim to include 3-5 targets for action here)

Objective 1:			
Targets	Actions	Timescale	How measured
Objective 2:			
Targets	Measures	Timescale	How measured

(Refer to the Guidance Notes for examples of appropriate measurable targets).

This **Action Plan** should be revised each time the **Residential Travel Plan** is reviewed, using results from the **Traffic Counts / Travel Surveys** to update the targets and action as required.

Section 6 – Travel Plan Monitoring & Review

Travel Plan monitoring and reviewing

TPC will ensure that the required surveys and traffic monitoring are carried out in accordance with Suffolk County Council's monitoring guidance and that data is uploaded in the agreed format and timescale.

Traffic Counts

If the recorded vehicle trip rates/surveys are not on track to achieve the overall target then, the **Residential Travel Plan Co-Ordinator** will be expected to conduct further measures to be agreed with SCC in order to ensure that targets are met.

(See Guidance Notes for further information)

Agreement

(Site/Developer Name) has agreed to these Residential Travel Plan arrangements, which demonstrate the importance of the environmental, health and commercial benefits of increasing the use of more sustainable modes of travel as an alternative to the private car. (Site/Developer Name) is committed to developing this program with the support of Suffolk County Council.

It is proposed that, subject to an agreement with Suffolk County Council, the Residential Travel Plan will be produced prior to first occupation of the development.

This information is issued by:
Suffolk County Council

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