

## Green Travel Plans: Frequently Asked Questions

**WESTTRANS**  
TRAVEL PLANS



### What is a travel plan?

A travel plan is a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through action, and is articulate in a document that is regularly reviewed. A travel plan involves the development of agreed and explicit outcomes linked to an appropriate package of measures aimed at encouraging more sustainable travel for both people and goods.

For more information, please visit Transport for London's 'New Way to Plan' website: [www.newwaytoplan.tfl.gov.uk](http://www.newwaytoplan.tfl.gov.uk)

### Why would a Travel Plan have been required as part of the Planning Permission for this site?

Travel Plans are adopted national and regional policy, as set out in Planning Policy Guidance Note 13 (Transport) and local level 'Unitary Development Plans' and 'Local Development Frameworks' in order to help offset the negative transport and environmental impacts associated with new developments.

A travel plan can bring a number of benefits to organisations and their staff. Organisations can benefit from reduced parking demand, better access and less congestion at their sites as well as cost savings and a healthier workforce. Travel plans enhance the environmental credentials of organisations and assist in tackling climate change. They can assist in improving an organisation's standing in the local community. Staff can enjoy improved health, reduced travel time and cost savings as well as greater travel choice and improved accessibility.

### But, why me?

There are over 500 sites in West London that have a Development Control or legal requirement to develop a Travel Plan. Thresholds have been set by Transport for London and the Boroughs that set out when developments are required to have Travel Plans. Every development that exceeds this threshold is required to develop and adopt a Travel Plan.

Remember, you are not alone – there is assistance available to help you achieve your legal obligations in this matter.

### How do I fulfil my Travel Plan obligation?

A Travel Plan must be developed before the site is occupied, and responsibility for the adoption of this plan must be passed to subsequent occupiers should there be a change in ownership or leasehold. After occupation the Travel Plan must be implemented by the occupiers. Implementation should include the monitoring and review of the Travel Plan.

If you do not already have a Travel Plan, the first step will be to develop one. This can be done by yourself, using the guidance available online (see [www.newwaytoplan.tfl.gov.uk](http://www.newwaytoplan.tfl.gov.uk)) or you can employ a consultant or consultancy to develop this for you. WestTrans can provide you with a list of recommended consultants upon request. Your Travel Plan must be submitted to your Local Authority for approval.

If you already have a travel plan, you will need to submit a monitoring report. The monitoring report should contain:

- **Up to date survey results for your site;**
- **A review of actions / initiatives undertaken; and**
- **An Action Plan for delivery of the Travel Plan in the future.**

### **Is there help available to ensure I meet my obligation?**

We have produced comprehensive guidance available to help you meet your obligation.

The guidance covers what you need to do, how you need to do it and provides many of the tools required. Visit [www.westtranstravelplan.co.uk/monitoring](http://www.westtranstravelplan.co.uk/monitoring) for details.

### **What will happen if I don't meet my obligations?**

Sites that do not comply with their obligations will be considered to be in breach of their Planning Permission or completed Section 106 Agreement. Details of non-compliant sites will be passed to Planning Enforcement or Legal Services at the relevant Local Authority. Legal action may be taken against non-compliant sites, which could result in a substantial fine, breach of contract penalties and legal costs.

### **What is all this going to cost?**

The cost of developing and implementing a Travel Plan depends on a range of factors. These include:

- Whether you develop the Travel Plan in house or use a consultancy. For smaller sites, it is simple to do yourself, but bigger sites may want to engage a consultancy to do this on their behalf.
- Your survey requirements: All sites with Travel Plans are required to undertake surveys. For smaller sites, these can be a survey of how your staff travelled on the day, undertaken electronically at little cost. Larger sites are required to carry out a TRAVL survey that must be undertaken by an independent fieldwork company and will incur a cost (see [www.TRAVL.org.uk](http://www.TRAVL.org.uk) for further details). For more information on surveys, see [www.newwaytoplan.tfl.gov.uk](http://www.newwaytoplan.tfl.gov.uk)
- Implementation of the Travel Plan: If you need to make improvements to the site, more ongoing funding will be required. It is important to remember that Travel Plans bring a range of benefits and any investment in the Travel Plan will be returned in the longer term.

Survey results need to be reported back to the Local Planning Authority as part of your monitoring exercise.

Remember, the cost of non-implementation could be considerably higher than achieving your obligations.

### **I still have questions! Who do I ask?**

If you have any further queries regarding your Travel Plan obligations, and the above links have not answered your questions fully, please contact the WestTrans Monitoring Officers as provided in your reminder letter for further guidance.