Compliance Statement

Purpose

This document provides developers implementing a Residential Travel Plan (RTP) with an overview of the monitoring requirements and an introduction to the RTP monitoring tools provided by iTRACE. These tools supply developers with a standardised approach for carrying out and recording their required monitoring.

Definitions

The following definitions are assumed in this note:

Monitoring programme – the overall monitoring process, including the collection of data to measure progress towards achieving an RTPs objectives and targets, at all relevant time intervals throughout the life of the RTP.

Survey process – the process involving the preparation of, collection and analysis of survey data at a specific point in time. This may include undertaking various methods of data collection, but as a minimum will include carrying out an iTRACE compliant household travel survey and accompanying site audit.

Household travel survey – specific method of collecting data on household travel habits for which the iTRACE toolkit provides standardised templates and tools. This includes Household Information Forms (HIFs) to be completed for each residence and Personal Travel Diaries (PTDs) for each household member.

Site audit – a review of a development's characteristics, facilities and services. The audit is undertaken immediately prior to the household travel survey and forms part of the iTRACE compliant survey process.

Developer – the organisation responsible for developing and implementing the RTP. This will be the developer in the first instance, but responsibility may be transferred to a management company or community organisation in the long term. In these instances they will take the roles and responsibilities of the developer described herein.

Borough officers – these will primarily be officers within the London borough responsible for overseeing the implementation of the RTP, but may also include Transport for London (TfL) or sub-regional coordinators. .

Monitoring of Residential Travel Plans

Robust monitoring of an RTP is important as it enables the developer to monitor progress in achieving the travel plan's targets. Monitoring data can also be used to identify if a travel plan is not on course to achieve the targets and objectives and thus where amendments to the travel plan are needed.

Carrying out monitoring in a standardised way will enable data to be assessed by borough officers, TfL and sub-regional co-ordinators who may be responsible for ensuring that the RTP is effective in encouraging sustainable travel. This approach also allows for officials to easily compare and collate information from a range of developments to assess RTPs across boroughs or throughout London.

iTRACE compliancy

In London, all sites with development-related RTPs are required to carry out iTRACE compliant monitoring surveys.

'iTRACE compliant' means that the following activities must be undertaken as part of the monitoring process:

- An iTRACE compliant baseline survey – to enable initial travel patterns and attitudes to be noted at the start of the site's occupation. This survey takes place when a site's trigger point is reached. The trigger point will be established as part of the travel plan document and will be agreed by local borough officers. This will involve both a *household travel survey* and a *site audit*, both of which will use specified templates and methodologies. The results of these will be inputted into the iTRACE RTP module.

- Periodic iTRACE monitoring surveys – to assess progress over time. These will include identical repeated household travel surveys and site audits.

iTRACE compliant also means that a suitable response rate has been achieved for each household travel survey completed. The required response rate for each development will be determined by local borough officers. Guidance on recommended target response rates can be found within the iTRACE RTP toolkit.

The iTRACE standard household travel survey for RTPs includes a Household Information Form to gather information about households and Personal Travel Diaries to gather information about journeys being undertaken to and from a development.

The Household Information Form and Personal Travel Diaries cannot be altered; however a developer may choose to ask additional questions based on the specific characteristics of their site. In certain cases, additional survey questions may also be requested by the borough officer.

Timescales

The baseline survey establishes the initial travel patterns of a new development. Baseline data can be used to modify or create specific targets (notably in relation to reducing single occupancy vehicle use) to be set, based on the requirements of the planning obligation and the advice of borough officers.

The baseline data also provides the Travel Plan Coordinator (TPC) (or other travel plan manager) with valuable information on the current travel habits and characteristics of residents, as well as information on travel plan awareness. Future travel plan activity can then be tailored to maximise its impact.

Surveys will be completed at the times agreed in the S106. If no timescales have been specified in the S106, surveys will be completed at times specified by the borough office in line with the most up to date travel plan guidance, . These timescales will usually be based on one or both of the following criteria:

- When occupancy of the development reaches specific levels (e.g. 50%, 100%);
- Set intervals after the date of first occupation or the baseline survey (e.g. 1 year, 3 years, 5 years).

Note that a TPC may carry out monitoring activities between these mandatory periods, as suggested in best practice guidance, to inform travel plan implementation and maintain awareness with residents.

Once the monitoring periods specified within the S106 comes to an end, developers are encouraged to continue monitoring on a voluntary basis every two years thereafter.

Other survey requirements

A development's planning obligation should stipulate the full range of surveys required as part of a site's monitoring programme. In addition to the iTRACE compliant household travel survey and site audit, this may include a number of additional survey types. If the range of surveys required is not explicitly determined as part of the S106 agreement, this point will need to be discussed with local borough officers, who will then stipulate what surveys will be required.

The additional surveys required will depend on the development's characteristics, the facilities and services provided, the RTP's objectives and targets, as well as any borough-specific requirements. Additional surveys required may be:

- Multi-modal counts for all traffic entering/exiting the development;
- On and off-site parking surveys;
- Cycle parking counts;
- Analysis of bus and/or rail service patronage data for relevant routes; and
- Usage figures for on-site facilities (e.g. home delivery point, car club vehicles).

At this time the iTRACE toolkit does include a standardised procedure for conducting these types of surveys. TRAVL has an established methodology for carrying out multi-modal traffic counts. It is expected that most London boroughs will require TRAVL compliant multi-modal surveys to be undertaken as part of the monitoring programme.

It will be expected that timescales for data collection will run in conjunction with the household travel survey process and the results submitted along with the monitoring report from that process.

The monitoring programme process

The monitoring programme for an RTP will follow the steps outlined below. Further discussion of key elements of this and the supporting tools provided within the iTRACE toolkit are discussed in the following sections.

Step 1: Planning permission granted – planning obligation regarding the implementation of the RTP and associated monitoring requirements agreed.

Step 2: Initial trigger point reached – requirement for initial survey process to start.

Step 3: Developer research – developer refers to iTRACE RTP toolkit's Compliancy Statement (this document) and reviews the planning obligation commitment regarding monitoring.

Step 4: Survey process initiated – developer contacts borough officers to notify them of survey process and request (i) set up on iTRACE, (ii) details on an Independent Fieldwork Company (IFC). Developer engages IFC*.

Step 5: iTRACE set up – a local borough officer sets up the development on iTRACE and provides the developer and other stakeholders with log-in details. Borough officer enters site details based on travel plan.

Step 6: Site audit – site audit completed and entered into iTRACE by either the developer, Travel Plan Coordinator or the IFC.

Step 7: Survey process carried out – including household travel survey as well as any additional surveying/ data collection necessary.

Step 8: *Analysis* – results of the household travel survey input into iTRACE by developer, Travel Plan Coordinator or IFC.

Step 9: Reporting – monitoring report template extracted from iTRACE, completed by developer or Travel Plan Coordinator.

Step 10: Review and approval – monitoring report submitted to borough officer for review and approval. Travel plan targets and/or scope revised if necessary in agreement with developer.

Step 11: *Follow up surveys* – as secured by the S106 agreement, the survey process will be replicated at specified intervals throughout the life of the RTP. Each time this occurs, steps 4 – 10 will be repeated.

[*Note: An iTRACE compliant monitoring survey can be undertaken by anyone but in some cases the borough officer may recommend an IFC be used or the developer may wish to engage an IFC under their own accord, If the planning condition specifies that TRAVL compliant monitoring is required, an approved TRAVL survey supplier must be used.]

Responsibilities

The key stakeholders in the RTP monitoring programme are:

- The developers;
- Borough officers;
- Transport for London and Sub-regional Officers;
- TRAVL;
- Independent Fieldwork Company; and
- Respondents.

The three main responsibilities of the developer are:

- Initiating and funding the survey process;
- Ensuring that the survey process is carried out upon reaching the trigger point and at the agreed upon intervals; and
- Supplying monitoring reports to TfL and borough officers at the end of each monitoring survey.

In addition to these, the developer will need to work with borough officers throughout the survey process, complete the site audit and supply any required information to their commissioned IFC.

Borough officers will receive monitoring reports and updates throughout the survey process, ensuring that surveys are carried out in line with the S106 agreement. They will need to be notified of any upcoming surveys, and likewise may need to remind developers when surveys are due. They will also be responsible for determining when the target response rate has been achieved and no further survey efforts will be required.

iTRACE residential travel plan toolkit

iTRACE's RTP toolkit currently provides the following for each registered development:

- Site details (including details of related planning obligations and targets);
- Site audit and data input facility;
- Household travel survey methodology and templates;
- Monitoring report function, analysing and presenting data drawn from the site details, site audit and household travel survey in a standardised template report;
- An archive of all household travel survey responses and associated analysis over time.

Instructions for utilising each element of the toolkit are given within the online portal and can be accessed once the development's log-in details are received.

iTRACE also currently provides toolkits for monitoring school travel plans and developing and monitoring workplace travel plans. Developers of mixed use developments should review their planning obligations relating to any travel plan requirements for specific facilities within the development (e.g. workplace, community, healthcare, retail, leisure or educational) and develop these in line with iTRACE tools for these travel plan types.

TRAVL

The TRAVL (Trip Rate Assessment Valid for London) database holds multi-modal survey results from a wide range of land uses throughout London. The primary use of TRAVL is to predict the number of trips that a planned development might generate, based on data from similar, existing sites. The database includes information about the absolute number of people entering and exiting a site on a particular day as well as the modes by which these trip were made.

In addition to iTRACE compliant monitoring, some developments will have the additional requirement of carrying out TRAVL compliant surveys.

The multi-modal traffic counts include information on all trips in and out of a development, but do not differentiate by trip type or gather information on trip destinations. The information gathered as part of the iTRACE compliant household travel survey will provide data on modes used for different types of trips as well as the destinations of these trips, but will not be able to gather information on all trips in and out of the development (unless a 100% response rate is achieved while also gathering information on any visitors or service trips to the site). The TRAVL and iTRACE databases therefore provide complementary information.

In order for a survey to be TRAVL compliant, it must be carried out to a specific TRAVL methodology and be carried out by a TRAVL approved survey supplier. TRAVL should be contacted for further information on carrying out a TRAVL compliant survey (www.travl.org.uk).

Summary

All developers with S106 agreed RTPs are required to carry out an iTRACE compliant household travel survey as part of their monitoring programme. This process includes the completion of a site audit, conducting an household travel survey using the iTRACE RTP toolkit and reporting on the survey findings.

Developers may also be required to carry out additional surveys as part of the monitoring process, as agreed in the planning obligation.

Next step

Upon reading the compliancy statement, the developer will next need to contact their local borough officers to inform them that the survey process has begun.