

Essex County Council policy for Workplace Travel Plans

1. What is a Workplace Travel Plan?

A Travel Plan promotes travel by sustainable means to reduce reliance on the private car. Measures include physical infrastructure, management policies (e.g. parking) and promotional and marketing initiatives.

2. Why is a Workplace Travel Plan necessary?

Essex County Council has an obligation to reduce the growth of traffic volume and traffic congestion within the County. New development creates an increase in the demand for travel and the County Council must therefore ensure that this increased demand is mitigated through the promotion of sustainable forms of transport.

Policy Context

Planning Policy Guidance Note 13 (PPG13) Department for Transport (DfT)

- a. Promote more sustainable transport choices for both people and moving freight
- b. Promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling
- c. Reduce the need to travel, especially by car

Using the Planning Process to Secure Travel Plans – DfT

Explicit policy and guidance on Travel Plan requirements

Essex Local Transport Plan (LTP2)

Policies are contained within this document to reduce congestion and improve air quality through the implementation of Workplace Travel Plans

3. When will a Workplace Travel Plan be required?

The threshold for the requirement of a Travel Plan is when a development will have 50 or more employees; (this can be through a new build or extension to an existing site), or where there will be a significant impact on the local road network, due to the development.



However, a Travel Plan may also be appropriate for smaller developments than suggested by the thresholds, for example:

- When the development is likely to have an adverse affect on sensitive locations (i.e. heritage and conservation areas or air quality management zones)
- When the development is likely to exacerbate on-street parking in the locality
- When the development is likely to exacerbate local congestion

Early pre-application discussions between developers and the Highway Authority are therefore strongly recommended.

4. Who else should I notify when a Workplace Travel Plan is required as a part of a Planning Application?

If a Travel Plan is required as part of a Planning Application the Workplace Travel Plan Team (WTPT) **must** be informed as soon as possible (*see contact details).

5. Developer Obligations – How should the Travel Plan be written?

The Travel Plan must be prepared by the developer / consultant and agreed with the Planning and Highway Authorities. If appropriate, Developers can use one of Essex County Council (ECC) WTPT templates:

- Workplace Travel Plan for an extension to an existing development
- Workplace Travel Plan for a new or speculative development with a single user
- Workplace Travel Plan for a new or speculative development with multiple occupiers

These templates are to assist developers and ensure the correct information is included. When a template is used as much information as possible must be completed prior to signing of the agreement. The developer will then be required to submit a fully completed template **within one year of occupation** of the development.

If a developer chooses not to use an ECC template and write the Travel Plan unaided it must be submitted with an application and passed to the WTPT in the normal way.

6. What other information will the WTPT need?

Attached to the Travel Plan the WTPT require as much information about the development as possible, for example, a site / location plan, what the application is for, i.e. nature of development, whether there are new bus or cycle routes / lanes proposed because of the development, and any hard measures which have already been agreed, i.e. showers, cycle shelters etc.

7. What happens to the Travel Plan once the WTPT have made their recommendations?

Once comments have been made it is **essential for the WTPT to receive confirmation in writing** that they have been incorporated into the Travel Plan prior to the drafting of an agreement. The WTPT **must** check the draft Agreement before completion to ensure the correct draft Travel Plan has been included.

8. How will the Workplace Travel Plan be secured?

The Travel Plan can be secured through a Condition, a Unilateral Undertaking or a Section 106 Agreement. **It is also a requirement to inform the Highway Authority and Workplace Travel Plan Team when a development has been occupied.**

9. Is there a fee payable for the Workplace Travel Plan?

The County Council requires developers to contribute to a cost of supervision and monitoring of the Workplace Travel Plan for a five year period. The standard fee is currently £3,000

10. Where can I get more information?

*For information and advice please contact
Essex County Council
Workplace Travel Plan Team
Development, Highways and Transportation
County Hall
Market Road
Chelmsford
Essex CM1 1QH

Tel: **0845 603 7631**
Email: **travelplanteam@essexcc.gov.uk**

Further guidance is also available from 'Helping you create a Business Travel Plan' (available at www.essexcc.gov.uk/travelplans).