

NORTH LINCOLNSHIRE COUNCIL

PLANNING COMMITTEE

GUIDELINES ON PRODUCING TRANSPORT ASSESSMENTS

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To inform the Planning Committee of the production of the “Guidelines on Producing Transport Assessments”.
- 1.2 The key points in this report are:
- Transport Assessments (TA) are required for larger developments, to ensure that the likely transport impacts are fully considered and addressed at an early stage of the proposals.
 - The guidelines are based on national guidelines and provide advice on when TAs are likely to be required and will help to ensure that they are of the required standard.

2. BACKGROUND INFORMATION

- 2.1 The Department for Transport and Communities and Local Government jointly published “Guidance on Transport Assessment” in March 2007. This replaced the “Guidelines for Traffic Impact Assessment” published by the Institution of Highways and Transportation in 1994. The new guidelines incorporate recent changes in government policy and general guidance regarding improved sustainability in transport.
- 2.2 The local guidelines are based on the national guidance, which provides advice to developers on when a Transport Assessment needs to be submitted and the likely scope of the assessment. The guidelines also emphasise the benefits of pre-application discussions with Highways.
- 2.3 A Transport Assessment is a comprehensive and systematic process that sets out the transport measures relating to a proposed development. A properly prepared assessment should address the following:
- Reducing the need to travel, especially by car
 - Sustainable accessibility
 - Dealing with residual trips

- Mitigation measures

The TA should ensure that the provision of good sustainable transport links are considered as an integral part of the development.

- 2.4 A properly prepared TA submitted with the planning application, will help the Transport Planning Team to accurately assess the anticipated impact of the proposed development on the local transport network. This enables Highways comments and recommendations to be submitted to the relevant Planning Officer more efficiently, than they may be otherwise.

3. OPTIONS FOR CONSIDERATION

- 3.1 The Committee has two options: to approve the proposed “Guidelines on Producing Transport Assessments”, or not.

4. ANALYSIS OF OPTIONS

- 4.1 Approving the Guidelines demonstrates the council’s commitment to the submission of robust transport assessments, with planning applications. This will allow the impact of the proposed development to be accurately assessed and the Highways comments and recommendations to be submitted promptly.

- 4.2 Not approving the guidelines could result in sub-standard or no TAs being submitted. This can cause delays in Highways formally responding to planning applications, whilst waiting for additional information to be submitted.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

- 5.1 There are no resource implications relating to this report.

6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)

ENVIRONMENTAL

- 6.1 A key consideration of any TA should be encouraging environmental sustainability. This includes:

- Reducing the need to travel, especially by car
- Tackling the environmental impact of travel, by improving sustainable transport, specifically walking, cycling and public transport.

New developments should be located in accessible locations and designed to encourage walking, cycling and public transport as the primary means of travel. The needs of users of these travel modes

should be considered and catered for as an integral part of the development.

Encouraging sustainable travel will help to reduce CO₂ emissions, which will help contribute to local and national targets.

SECTION 17 – CRIME AND DISORDER

6.2 The TA should consider personal safety and people's perception of it, in and around the development site. Recommendations should be made to improve it, where appropriate.

7. OUTCOMES OF CONSULTATION

7.1 The Guidelines have been submitted to key internal staff within the Highways and Planning Service. Comments received have been incorporated into the document.

8. RECOMMENDATIONS

8.1 That the Planning Committee approves the "Guidelines on Producing Transport Assessments".

8.2 That the Guidelines be made available on the council's website, once formally approved.

SERVICE DIRECTOR HIGHWAYS AND PLANNING

Church Square House
P O Box 42
Scunthorpe
DN15 6XQ
Author: Louisa Simpson
Date: 27th October 2009

Background Papers used in the preparation of this report:

"Guidance on Transport Assessment" – Department for Transport and Communities and Local Government, March 2007.

"Guidelines on Producing Transport Assessments" – North Lincolnshire Council, October 2009 (Draft)

DRAFT

GUIDELINES ON PRODUCING TRANSPORT ASSESSMENTS

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GUIDELINES ON PRODUCING TRANSPORT ASSESSMENTS

1.0 Introduction

For some developments it will be necessary to carry out a proper assessment of the impact that the proposal is likely to have on the highway network. Planning Policy Guidance 13 also makes it clear that any assessment should consider the accessibility of the proposed development by a range of transport modes. Developers will also be required to demonstrate how they will reduce travel to the site by car, by promoting sustainable travel. A properly prepared Transport Assessment (TA) is often essential to support a proposed development.

These guidelines are based on the “Guidance for Transport Assessment” published by the Department for Transport and Communities for Local Government in March 2007. The purpose of this document is to assist developers and their consultants in determining when a Transport Statement or Assessment is required and what it should include.

1.1 *What is a Transport Assessment*

A TA should set out the transport issues and impacts relating to a proposed development and should consider the following:

Environmental Sustainability

- **Reducing the need to travel, especially by car.** Developments should be located close to services, to seek to reduce the number and length of journeys made by car.
- **Tackling the environmental impact of travel.** Improve transport choices and make it safer and easier for people to access jobs, shopping, leisure facilities and services by walking, cycling and public transport.
- **The accessibility of the location.** How accessible is the site, or could be without a car, particularly for large developments that will create a big demand for travel.
- **Other measures which may help to influence travel behaviour.** Reduce car use (particularly single occupancy trips) by “softer” measures, including travel plans.

Managing the Existing Network

- **Making the best possible use of the existing transport infrastructure.** Improve the existing public transport network or amend the highway layout to increase capacity.
- **Managing access to the highway network.** Ensure the development “fits” within existing highway capacity, where possible, for example by managing travel behaviour through travel plans.

Mitigating any Remaining Impacts

- **Through demand management.** Use traffic control measures to regulate flows.
- **Through improvements to the walking, cycling and public transport network.** Design sites to encourage walking and cycling, improve public transport infrastructure and services.
- **Minor physical improvements to existing roads.** It may be possible to improve the capacity of existing roads by minor physical adjustments, for example improve junction layout within the adopted highway.

- **Through the provision of new or expanded roads.** This would only be applicable when all other options have been considered and can be demonstrated not to be appropriate.

The TA should be submitted with the planning application. A properly prepared TA will enable us to assess the compatibility of the proposed development with the relevant local, regional and national guidance and to determine the impact of the proposal on the existing transport network. An effective TA will therefore play a vital role in creating attractive developments with good walking, cycling and public transport links, in line with national and local guidance.

1.2 Policy Context

Increasing emphasis is being given to improving sustainability in transport through government policy and general guidance. New developments should ensure that they are designed to achieve maximum sustainability and reduce car movements where possible. This is reflected in the following documents.

Planning Policy Statement 1: Delivering Sustainable Development (PPS 1)

Planning has a key role to play in the creation of sustainable communities, PPS 1 identifies the role of transport in securing sustainable development by:

- Encouraging more efficient land use
- Managing the pattern of development to reduce the need to travel
- Promoting accessibility to jobs, shopping, leisure facilities & other services by sustainable travel modes, in particular by focussing major trip generating development in existing centres and near to public transport interchanges.

Planning Policy Guidance Note 13: Transport (PPG 13)

PPG 13 describes the link between planning and transport policy. The objectives are to integrate planning and transport at the national, regional, strategic and local level. This is to promote:

- More sustainable transport choices
- Accessibility to jobs, shopping, leisure facilities and other services by walking, cycling and public transport
- Reduce the need to travel, especially by car

The Future of Transport – A Network for 2030 (White Paper, 2004)

This sets out the government's long term strategy for transport and envisages transport making more efficient use of the existing highway network. An underlying objective is to deal with pressures of increasing demand for travel by striking the right balance between environmental, economic and social objectives. It aims to deliver a coherent transport network providing:

- A road network offering a fast, reliable and efficient service
- Enabling people to make better informed choices about how and when to travel
- Bus services that are reliable, flexible, convenient and tailored to local needs
- Making walking and cycling a real alternative for local trips
- Ports and airports to provide international and domestic links

Traffic Management Act 2004

This places a network management duty on local traffic authorities in England to manage their road network so that it works efficiently and without unnecessary delay to those travelling on it.

Regional Spatial Strategy (RSS)

The RSS provides the framework within which Local Development Frameworks (LDF) and Local Transport Plans (LTP) should be prepared. It sets out the scale, priorities and broad locations for change and development in the region until 2021.

Regional Transport Strategy (RTS)

The RTS is included within the RSS and provides the framework for the development of transport within the region.

Local Development Framework

The Core Strategy will set out the long-term spatial framework for the development of North Lincolnshire up to 2026, with a strong focus on the principles of sustainable development. It will provide broad guidance on the scale of distribution of development and the provision of infrastructure to support it. Strategic policies will deliver the spatial vision as well as other policies which North Lincolnshire Council will use in determining proposals for development and the use of land and buildings. More information can be found on the council's website (www.northlincs.gov.uk).

Local Transport Plan

There is a statutory requirement to produce and review Local Transport Plans (LTP). The Plan should contain a strategy for the development of transport and travel in North Lincolnshire and also an implementation plan, which sets out how the strategy will be delivered. A copy of the current LTP can be downloaded from the council's website (www.northlincs.gov.uk).

1.3 When is a Transport Assessment Required

1.3.1 Pre-Application Discussions

PPS 1 and PPG 13 emphasise the value of early discussions in relation to Transport Assessments (TA) and Transport Statements (TS). Developers are strongly advised to hold pre-application discussions with the Highway Authority before submitting an application. This approach will help to determine the level and scope of any assessment and should avoid abortive work and unnecessary delay in determining any planning application.

The pre-application discussions will be based around a Scoping Form (Appendix A), which should be completed and submitted to the council prior to the discussion. A properly completed form will provide sufficient information to enable us to identify the likely issues associated with the development and agree the level and scope of assessment required.

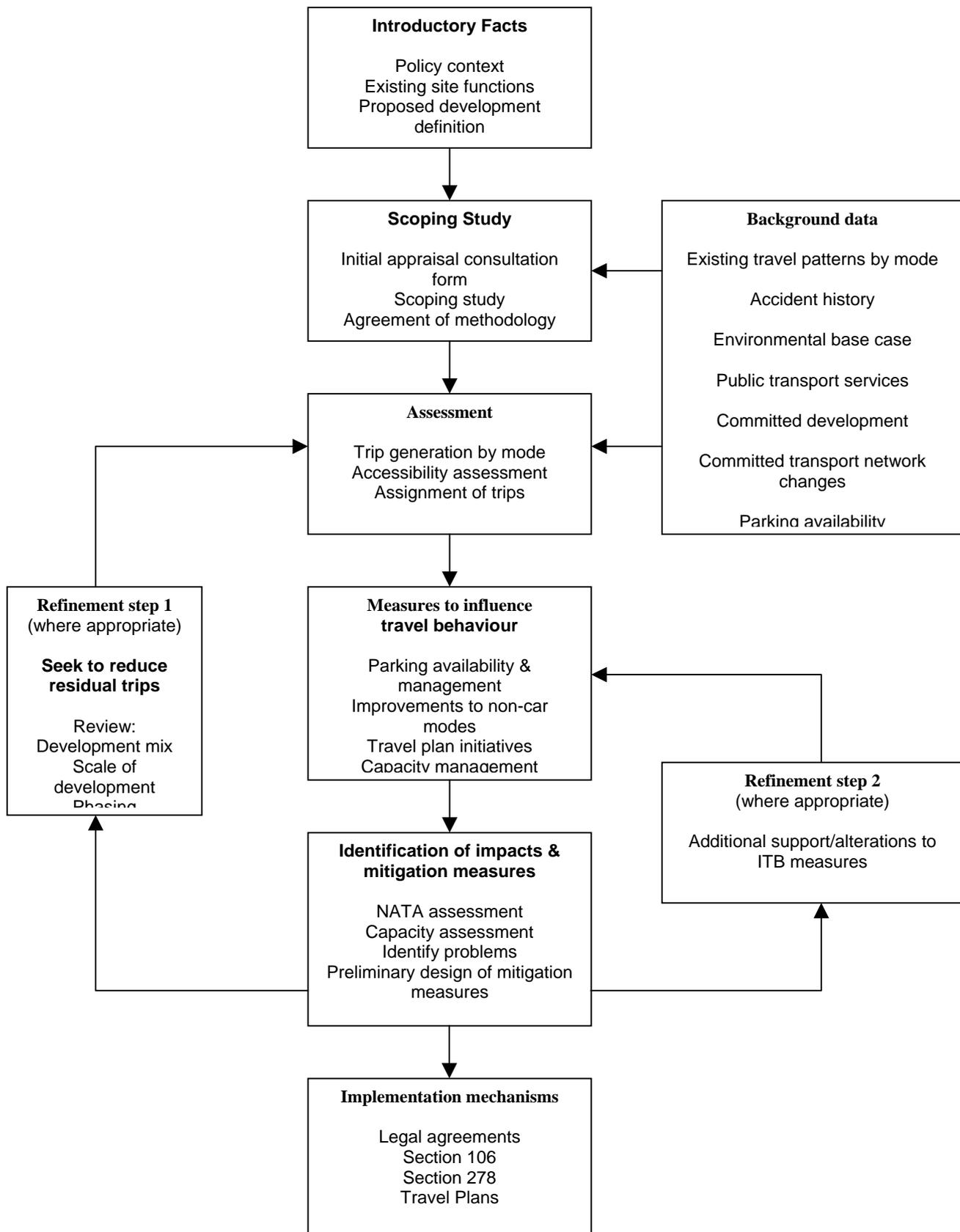
1.3.2 Transport Statement or Transport Assessment?

A Transport Statement is likely to be required for a development that will have relatively small transport implications. A TA will be required for developments that will have a greater traffic impact on the existing highway network. More information is provided in section 2.0 on the likely structure and contents of a TS and TA. It is likely that a Travel Plan will be required to support a TA and possibly for a TS, see section 2.4.3 for more information.

Appendix B shows the thresholds for the level of assessment that is likely to be required. This is for guidance purposes only and the thresholds should not be regarded as absolute, as each site should be considered on its own merit. The level and scope of assessment should be agreed with the Transport Planning Team during the pre-application discussions.

Figure 1 shows the basic principles and issues to address when producing a transport assessment or transport statement.

Figure 1: Road Map and Contents of a Transport Assessment/Transport Statement¹



¹ From "Guidance on Transport Assessment", Department for Transport & Communities and Local Government. March 2007

2.0 Contents of a Transport Assessment/Transport Statement

The scoping study will have identified the issues that need to be addressed in the TA or TS. This section provides guidance on their structure and the type of information to be included. The following should not be regarded as absolute, it merely provides guidance on the likely information to be included.

2.1 Transport Statement

A Transport Statement (TS) should set out the transport issues relating to a proposed development site (existing conditions) and details of the development proposals (proposed development)

Existing site information

There should be a full description of:

- Site location plan, showing the proposed development in relation to the surrounding area and transport network
- Existing site information, including the current physical infrastructure and characteristics of the site and its surroundings
- Baseline transport data – background transport data and current transport infrastructure details
- Permitted and existing use of the site
- Existing and potential land uses in the vicinity of the site, including any committed developments
- Whether the site is near or within an Air Quality Management Area

Baseline transport data

The following should be established:

- Current travel characteristics of the site – for example pedestrian and cyclist movements and existing facilities in the vicinity of the site
- Existing public transport services (eg bus stops, railway station) and service frequency
- Barriers to using sustainable travel, eg lack of footways/cycleways, poor public transport services and infrastructure
- Availability of parking near the site, eg on/off street, number of spaces
- Details of the highway network in the vicinity of the site
- Analysis of accident data in the vicinity of the site for the most recent three year period, or five year period if the proposed site is within a high accident area.

Proposed development

There should be a full description of the following within the TS:

- The proposed land use and scale of the development
- Plans and drawings showing the proposed site layout, particularly the proposed pedestrian, cycle and vehicle routes and links to existing facilities
- The person trip generation of the development and distribution of trips across mode. If the site is currently in use or has extant planning permission, these trips should be offset against the anticipated trips from the proposed development

- Proposed improvements to encourage use of sustainable travel modes, for example the provision/enhancement of pedestrian and cycling facilities and any public transport improvements
- Proposed parking provision and layout and how on site parking will be managed. This should include details of disabled parking, motorcycle parking and cycle parking
- Details may be required for construction traffic

The above requirements aren't exhaustive and in some cases additional information may be required. The full scope of the Transport Statement will be agreed during pre-application discussions.

A Travel Plan may be required to support a Transport Statement depending on the nature of the development. If one is not required, the TS should still demonstrate what measures will be implemented to encourage people to travel sustainably. This can include the provision of "hard" measures, for example new footways or cycleways or the provision of "soft" measures, such as providing travel information packs to residents/employees.

2.2 Transport Assessment

A TA will generally be required for larger developments, Appendix B shows the thresholds at which a TA is likely to be required. The thresholds are guidelines only and the level and scope of assessment should be agreed during the pre-application discussions.

A Transport Assessment should address the following issues:

- **Reducing the need to travel, especially by car:**
 - Reducing the need to travel
 - The types (or mix) of uses
 - The scale of the development
- **Sustainable accessibility:**
 - Promote accessibility by all travel modes, particularly walking, cycling and public transport
 - Assess the likely travel behaviour or travel pattern to and from the proposed site
 - Develop appropriate measures to influence travel behaviour
- **Dealing with residual trips:**
 - Provide an accurate qualitative and quantitative analyses of the predicted impact of residual trips
 - Propose suitable measures to manage these impacts
- **Mitigation measures:**
 - Ensure that the proposed measures avoid unnecessary physical improvements to the highway
 - Promote innovative and sustainable transport solutions

2.2.1 Introduction

There should be a general introduction providing an outline of the proposal and the location of the development.

2.2.2 Policy Context

The relevant local and national policies should be summarised and the TA should demonstrate how the proposed development complies with them, particularly the Local Development Framework, Local Transport Plan and Planning Policy Guidance Notes/Statements.

2.2.3 Existing Site Information

The following information should be included:

- Site location plan, showing the proposed development in relation to the surrounding area and the transport network
- Existing site information, including the current physical infrastructure and characteristics of the site and its surroundings
- Permitted and existing use of the site
- Existing and potential land uses in the vicinity of the site, including any committed developments
- Existing site access arrangements
- Is the site within or near a designated Air Quality Management Area

2.2.4 Background data

Existing Travel Patterns

The following should be established:

- Summary of person trips from the existing site and their modal split. If the site is vacant, then details of the person trips that could be generated by any current planning permission or permitted uses should be estimated
- Detailed assessment of the existing pedestrian, cycling and public transport facilities within the vicinity of the site (see section **XX** for more information)
- Existing pedestrian and cycle movements around the site and the level of usage of public transport services (if available)
- Available parking facilities in the vicinity
- Description of the road network in the area around the site
- Peak hour capacity tests that reflect existing conditions at critical junctions on the network (see section **XX** for more information)

In addition to the above, the following should also be included:

Accident Data

The accident data in the vicinity of the site for the last five years, should be analysed to identify any trends or highway safety issues, which could be exacerbated by the proposals. Mitigation measures should be proposed to address any highway safety issues, if appropriate. Minimising conflict between vehicles and vulnerable road users, should also be addressed.

Committed Development

Existing committed developments within the vicinity must be taken into consideration and any vehicular trips that will be generated by these should be included in any capacity assessments that are undertaken for the highway network.

Any proposed highway/transport improvements should also be identified with an indication of how the development will affect this or be affected by them.

The requirements listed above are not exhaustive and in some cases additional information may be required. Equally, some TAs may not need to address all the issues identified above. The requirements should be addressed during the pre-application discussions.

2.2.5 Proposed Development

The TA should include:

- Proposed land use and size of development (eg gross floor area, number of dwellings etc)
- Site plans – including site location, site layout and use, site access, pedestrian, cycling and public transport facilities, parking spaces
- Hours of operation and proposed shift patterns (if appropriate)
- Anticipated number of employees (where relevant)
- Proposed access arrangements, eg site access, how the site will link to the existing pedestrian, cycling and public transport infrastructure and what improvements are required
- Details of facilities within the site for sustainable travel modes
- Servicing arrangements – including proposed routes and facilities for service vehicles (if appropriate)
- Details of construction traffic (where appropriate), including number of vehicle movements, types of vehicle, routeing, hours of operation, abnormal loads. A Construction Management Plan may be secured through Planning Conditions.
- Any phased development and anticipated phases
- Proposed parking strategy, including number of spaces, proposed parking layout, how parking will be managed, number of disabled spaces, details of cycle parking and motorcycle parking

2.2.6 Travel Mode Assessments

Accessibility Assessment

Increasing emphasis is being given to encouraging greater use of sustainable travel modes and minimising the number of vehicular trips, particularly through the implementation of robust travel plans. To achieve this an assessment of the existing walking, cycling and public transport facilities should be undertaken and how the development will connect to them, see section 3.1 for more information. This will identify what improvements are required to the existing infrastructure. These improvements will help inform the development of any travel plans.

Walking and Cycling Assessment

Details should be provided on the existing walking/cycling facilities in the vicinity of the site, for example:

- Location and width of footways
- Location and type of cycleways
- Crossing facilities (and whether they include dropped crossing points)
- Traffic calming
- Lighting

The assessment should then consider whether the existing infrastructure is adequate and of good enough quality to encourage people to use them and what improvements are required to the existing infrastructure. Good quality pedestrian and cycle links from the development to the existing network should also be provided. If it is decided that no improvements are necessary, then this decision should be justified. It is not satisfactory to assume that because facilities already exist that no improvements are necessary, without suitable justification.

Personal safety should also be considered (for example is the street lighting and availability of crossing points adequate) as people's perception can be a big factor in influencing their choice of travel.

If a travel plan is being submitted for the site, then this should also consider 'soft' measures to encourage walking and cycling, for example offering a cycle hire scheme, providing cycle helmets and reflective clothing or providing pedometers. More information is given on travel plans in section 2.4.3.

Public Transport Assessment

The analysis of the existing infrastructure should include:

- Location of bus stops/railway station
- Condition of bus stops/railway station
- Availability of information
- Service frequency and routeing

The next step should consider whether the existing infrastructure and service provision is appropriate or whether additional bus stops or services need to be provided. For large developments it may be appropriate to provide new bus services, which would be secured through a Section 106 agreement.

Travel Plans should also look at introducing "soft measures" for example discounted season tickets, travel information packs, distributing public transport information to residents/employees.

Road Network Assessment

An assessment should also be undertaken of the available vehicular capacity on the road network in the vicinity of the site. This will help establish the potential impact of the development on the highway. Junction assessments will also be required, more information is provided on these in section 3.2.

Trip Generation by Mode

The potential person trips (for all modes) should be established, with details of trips by mode and time period. The TRICS database is the preferred methodology and the output should be provided as an appendix to the assessment. Alternative methodologies may be acceptable providing this has been agreed during pre-application discussions. The estimated trip rate should be derived using site specific details, eg gross floor area or number of dwellings.

The number of trips that could realistically be made by sustainable travel modes, based on an assessment of the existing infrastructure, proposed enhancements and the impact of any travel plan must be identified and the methodology for these assumptions justified.

For retail developments it may be appropriate to split the vehicle trips into different types, for example new trips, pass-by trips, linked trips, diverted trips, transferred trips.

Trip Distribution and Assignment

The distribution of development related trips onto the highway network should be identified and justified.

2.2.7 Measures to Influence Travel Behaviour

The TA/TS should demonstrate the measures that will be implemented to encourage greater use of sustainable travel modes. The emphasis should be on reducing travel by private car. Every effort should be made to improve alternative forms of transport before considering highway improvements. A robust travel plan will also play an important role in influencing travel behaviour.

Improvements to sustainable travel modes

The walking/cycling and public transport assessments carried out earlier will have identified the improvements that may be required – eg provision of a cycleway, new crossing points, additional bus stops. In the case of large developments, the provision of additional bus services may be appropriate.

Pedestrian and cycle links facilities both within the development and linking the development to existing facilities should be considered to provide high quality linkages. The TA/TS should also demonstrate how pedestrians and cyclists will be segregated from vehicles within the site.

Parking Availability and Management

The availability of parking can influence how people will travel to the site. The council has produced a “Parking Guide” (available on the council’s website) which provides guidance on parking provision for all new development, redevelopment and change of use proposals. It is recommended that the guidelines should be referred to as a starting point only and should not be regarded as definitive. As local factors vary considerably between sites, each application should be considered on its own merits, taking into account the following issues:

- The type of development, redevelopment or change of use proposal
- Availability of land
- Existing public transport provision and proposed walking/cycling provision
- Transportation policies of the area
- Travel plans and the availability of alternative parking

The number of parking places that will be provided as part of the development should be justified as part of the assessment.

2.2.8 Travel Plans

Travel Plans are becoming an increasingly important tool in reducing car use and improving the environment by providing physical and management measures to reduce single car occupancy and bring about modal shift.

The need for a travel plan will depend on the scale of development using the thresholds set out in Appendix B. These are for guidance only although it is likely that developments requiring a TA will also need to submit a travel plan as part of the planning application. Other factors will also need to be taken into account and in some cases a travel plan may be required for smaller developments. These factors include:

- Whether the development is likely to have an adverse effect on sensitive locations (eg conservation areas) or other air quality management areas

- Whether the development is likely to exacerbate local on street parking issues
- Whether the development is likely to exacerbate local congestion or safety problems

The requirement for a travel plan will be agreed as part of the scoping study. A travel plan should reflect the outcomes of the TA or TS and therefore should be site specific and address the problems surrounding each site. The types of developments that are likely to require a travel plan include:

- New development – end user known
- Existing occupier extending on site
- Multi occupancy of a site
- Speculative developments
- Residential developments

The target audiences for the plan should also be identified, eg residents, employees, visitors or shoppers.

A good practice travel plan will cover:

- Background
- Objectives
- Scope of the plan
- Actions
- Marketing
- Targets
- Monitoring

The walking, cycling and public transport network assessments undertaken at an early stage of the TA will have identified improvements needed to encourage travel by these modes and will inform the development of the travel plan. The plan may also have identified the need for on site improvements including the provision of secure cycle parking facilities, showers and changing facilities and staff lockers, which will be provided as part of the development. In addition to these “hard” measures, “soft” measures should also be included for example establishing a cycle hire scheme or car share database, providing free bus tickets, cycle helmets, reflective clothing, pedometers or personal alarms. A robust plan would support proposals for reducing the number of parking spaces provided.

Travel Plans should be monitored on an annual basis with a written report submitted to the council for approval. The report should include progress towards targets and include details of any remedial measures that may be required to achieve the targets. These should be agreed with the council.

The council has produced a “Guide to Travel Planning”, which can be downloaded from the council’s website (www.northlincs.gov.uk). All travel plans should be written in conjunction with this.

3.0 Identifying the Impact of the Proposed Development

3.1 New Approach To Appraisal

It is recommended that the impact of the proposed development should be assessed under the five NATA objectives, which are:

1. Accessibility
2. Safety
3. Economy
4. Environment
5. Integration

It is recognised that some objectives may not be completely relevant to all developments and in many cases the recommended NATA methodology won't be appropriate. Transport statements would not need to undertake this appraisal, unless it was deemed to be relevant. It may be useful to consider some of the points listed in the section below when undertaking the travel mode assessments.

These results and those from the travel mode assessments will help to identify what improvements are necessary to improve access to the site by sustainable transport modes as part of a package of mitigation measures and to minimise the impact of the proposed development on the highway network. They will also help to inform the development of a Travel Plan.

Accessibility

The accessibility of the site should be assessed. The issues to address include:

- Access to the transport system
 - Identifying access points and links for pedestrians and cyclists to the wider transport network from the development.
 - How easy is it to access local public transport services and are they sufficient
 - What improvements are required to the existing pedestrian/cycling/public transport infrastructure
- Access to the local area
 - Are transport interchanges required for the proposed development
 - How would the provision of these benefit the development and the surrounding area
- Community severance
 - Ensure the development doesn't create a barrier within the existing community
 - The development shouldn't be severed from services by existing barriers (eg a main road with insufficient or inadequate crossings)

Safety

In addition to analysing the accident statistics in the vicinity of the development site as part of the baseline transport data, the TA should also consider:

- The potential for development related or other transport accidents in the vicinity of the site
- The perception of personal security in and around the development site

Where there is an identified accident problem, the TA should assess how the additional traffic will exacerbate this and what mitigation measures will be required.

Economy

The TA should demonstrate that the proposed development won't impinge on the economic efficiency of the transport network and assess how it could improve its efficiency, particularly for:

- Consumers
- Business users
- Providers of transport

Environment

The environmental impacts that should be assessed include:

- Transport related noise generated by the development
- Increased emission of greenhouse gases from traffic generated by the development
- If the site is within an air quality management area or whether the development will breach statutory limits
- Transport related impacts of the development on areas of designated landscape importance, conservation areas, biodiversity or heritage areas and proposed mitigation measures if appropriate
- Impact of transport implications of the development on physical fitness

The TA should also include details of how the environmental impacts will be minimised, where appropriate. If it is likely that statutory limits may be breached or there will be significant traffic related environmental impacts, these should be addressed and mitigation measures included.

If a separate Environmental Impact Assessment is being produced this should be cross referenced in the TA.

Integration

The integration issues that should be assessed include:

- How the development can influence integration between all transport modes
- How the development proposals integrate with local, regional and national land use policies
- How the proposals integrate with wider government policy, eg environmental sustainability and health
- How the development will promote social inclusion
- Whether the development will sever existing communities by cutting off movement paths and how this will be alleviated.

3.2 Traffic Data and Forecast

The assessment should include recent counts (normally surveyed within the last three years) for peak period turning movements at critical junctions. In some cases a classified count may be required, for example where there are high levels of HGVs. The type of counts and the junctions to be surveyed will be determined as part of the scoping study.

The traffic data should reflect the normal traffic flow conditions on the transport network in the vicinity of the site (for example non school holiday periods, typical weather conditions). The recommended periods for data collection are spring and autumn, including April, May, June, September and October. The council may have traffic data which it can supply although there is a charge for this.

In some cases the use of historical traffic data (older than three years) may be acceptable but this should be agreed by the Transport Planning Team. In these cases, the traffic data should be growthed using either Tempro or National Road Traffic Forecasts (NRTF).

Capacity assessment – junctions & assessment years

Capacity assessments should be carried out for the junctions identified in the scoping study and for the agreed assessment years, which are likely to be the opening year and design year (opening year + 10 years). A base year assessment may also be required. The assessments for each year should include with and without development scenarios and also any committed developments. Traffic should be

growthed using either Tempro or NRTF. If the development will have an impact on the Statutory Road Network the Highways Agency should be consulted on the assessment years and periods and preferred growing methodology.

The main assessment periods will have been agreed as part of the scoping study but will generally be for the morning and evening peak hours. The peak hours should be confirmed with the authority. Depending on the nature of the proposal off peak or weekend assessments may be required.

The preferred modelling software is Arcady, Picady and Linsig.

4.0 Mitigation Measures

The current policy is to avoid unnecessary highway improvements or road building by improving road performance through better network management and achieving a modal shift to sustainable transport.

Measures to mitigate the impact of the development may be required. Any proposals should focus on maximising access to and from the development by sustainable travel modes. A robust travel plan will play a key role in achieving this. The assessments undertaken earlier should have identified the improvements required to encourage walking, cycling and public transport. For example the mitigation measures should consider how the development site layout will facilitate walking and cycling and propose improvements to the walking, cycling and public transport network in the vicinity of the site.

Highway improvements should only be proposed if it is apparent that this is the only solution to mitigate the impact of the development. They should be implemented in conjunction with other measures to encourage the use of sustainable transport. If physical improvements to the highway network are proposed then they should adhere to the relevant design guides. A Stage 1 Safety Audit will also be required.

5.0 Securing the Recommendations of the TA/TS

Any recommendations or mitigation measures included in the TA or TS are likely to be secured through the following mechanisms.

5.1 *Planning Conditions*

These are applied to the grant of planning permission. It is likely that travel plans would be secured through planning conditions, for example.

5.2 *Section 106 Agreements and Community Infrastructure Levy*

Section 106 agreements are legal agreements between the council and developers and associated with a particular development. These are likely to be drawn up if specified infrastructure improvements are required, which can't easily be addressed through planning conditions, for example providing a bus service to the new development or providing new footways, cycleways or highway improvements as part of the development.

These are likely to be superseded by the Community Infrastructure Levy (CIL), which is a new charge which local authorities will be empowered to apply to new developments within the area. The levy will be spent on providing infrastructure to support the development of the area.

The levy will offer greater transparency for developers, in terms of the likely contributions required from them. Charges will be formula based and relate to the size and character of the development. This approach will also allow the cumulative impact of small developments to be better addressed.

The council has not yet formally adopted the CIL process yet and will continue to monitor developments relating to the levy. Further work also needs to be undertaken to determine the likely level of charging and infrastructure requirements. The council has not yet formally adopted the CIL process yet and will continue to monitor developments relating to the levy. Further work also needs to be undertaken to determine the likely level of charging and infrastructure requirements.

Appendix A – Pre-Application Information

Consultant

Applicant.....

Site.....

Issues	Developer's Comments	NLC comments
Location of proposed site		
Description and size of proposal		
Proposed year of opening		
Description of existing land uses		
Potential trip generation <ul style="list-style-type: none"> • Trips/first principles? • Average/85th percentile • Modal split 		
Trip distribution onto existing highway network & justifications		
Construction traffic		
Proposed site access		
Any committed developments		
Any proposed highway improvements?		
Pedestrian facilities <ul style="list-style-type: none"> • Existing facilities • How will site link to existing facilities • Proposed improvements • Facilities to be 		

provided within the site		
<p>Cycling facilities</p> <ul style="list-style-type: none"> Existing facilities How will site link to existing facilities Proposed improvements Facilities to be provided within the site 		
<p>Public transport facilities</p> <ul style="list-style-type: none"> Existing facilities/services How will site link to existing facilities Proposed improvements Facilities to be provided within the site 		
Proposed parking provision		
Traffic count data (year)		
Junctions to be assessed		
<p>Years of assessment</p> <ul style="list-style-type: none"> Base year Opening year Future years 		
Hours of assessment		
Any highway improvements required		
<p>Accident data</p> <ul style="list-style-type: none"> 3/5 years 		
Policy context		

Appendix B – Indicative Thresholds for Transport Assessments²

Table 1: Thresholds based on size or scale of land use					
Land use	Use/description of development	Size	No assessment	TS	TA/Travel Plan
Food retail (A1)	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores	GFA	<250m ²	>250 <800m ²	>800m ²
Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars or other cold food purchased and consumed off the premises, internet cafes	GFA	<800m ²	>800 <1500m ²	>1500m ²
A2 Financial & professional services	Financial services – banks, building societies & bureaux de change, professional services (other than health or medical services) – estate agents & employment agencies, other services – betting shops, principally where services are provided to visiting members of the public	GFA	<1000m ²	>1000 <2500m ²	>2500m ²
A3 Restaurants & cafes	Restaurants & cafes – use for the sale & consumption on the premises, excludes internet cafes.	GFA	<300m ²	>300 <2500m ²	>2500m ²
A4 Drinking establishments	Use as a public house, wine bar or other drinking establishment	GFA	<300m ²	>300 <600m ²	>600m ²
A5 Hot food takeaway	Use for the sale of hot food for consumption on or off the premises	GFA	<250m ²	>250 <500m ²	>500m ²
B1 Business	a) offices other than in use within class A2 b) research & development – laboratories & studios c) light industry	GFA	<1500m ²	>1500 <2500m ²	>2500m ²
B2 General Industry	General industry (other than defined in B1). The former ‘special industrial’ use classes, B3 – B7 are now encompassed in B2.	GFA	<2500m ²	>2500 <4000m ²	>4000m ²
B8 Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories	GFA	<3000m ²	>3000 <5000m ²	>5000m ²
C1 Hotels	Hotels, boarding houses & guest houses development falls in this category if ‘no significant element of care is provided’	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
C2 Residential institutions – hospitals,	Used for the provision of residential accommodation and care to people in need of care	Beds	<30 beds	>30 <50 beds	>50 beds

² From “Guidance on Transport Assessment”, Department for Transport & Communities and Local Government. March 2007

nursing homes					
C2 Residential institutions – residential education	Boarding schools and training centres	Student	<50 students	>50 <150 students	>150 students
C2 Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties & people on probation	Resident	<250 residents	>250 <400 residents	>400 residents
C3 Dwelling houses	Dwellings for individuals, families or not more than 6 people living together includes – students or young people sharing a dwelling & small group homes for disabled or handicapped people living in the community	Dwelling unit	<50 units	>50 <80 units	>80 units
D1 Non residential institutions	Medical & health services – clinics & health centres, crèches, day nurseries, day centres & consulting rooms (not attached to the consultant's or doctors house), museums, public libraries, art galleries, exhibition halls, non-residential education & training centres, places of worship, religious instruction and church halls	GFA	<500m ²	>500 <1500m ²	>1500m ²
D2 Assembly & leisure	Cinemas, dance & concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls & casinos, other indoor & outdoor sports & leisure uses not involving motorised vehicles or firearms	GFA	<500m ²	>500 <1500m ²	>1500m ²
Others	Eg stadium, retail, warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses & the selling & displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel & ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners	TBD	Discuss with Transport Planning Team	Discuss with Transport Planning Team	Discuss with Transport Planning Team

Table 2: Thresholds based on other considerations

Other considerations	TS	TA	TA/Travel Plan
Any development that isn't in conformity with the adopted development plan			✓
Any development generating 30 or more two-way vehicle movements in any hour		✓	
Any development generating 100 or more two-way vehicle movements per day		✓	
Any development proposing 100 or more parking spaces			✓
Any development that is likely to increase accidents or conflicts among motorised users & non-motorised users, particularly vulnerable road users such as children, disabled & elderly people			✓
Any development generating significant freight or HGV movements per day, or significant abnormal loads per year		✓	
Any development proposed in a location where the local transport infrastructure is inadequate – eg substandard roads, poor pedestrian/cyclist facilities & inadequate public transport provisions		✓	
Any development proposed in a location within or adjacent to an Air Quality Management Area		✓	

Appendix C – Useful Publications

Below is a list of publications that should be considered in the preparation of a transport assessment, transport statement or travel plan. The list is not exhaustive.

1. Guidance on Transport Assessment – Department for Transport & Department Communities and Local Government
2. The Future of Transport: A Network for 2030 – Department for Transport
3. Manual for Streets – Department for Transport
4. Planning Policy Statements (PPS) and Guidance Notes (PPG) (particularly PPG 13 and PPS 1) – Department Communities and Local Government
5. Encouraging Walking: Advice to Local Authorities – Department for Transport
6. A Sustainable future for Cycling – Department for Transport
7. Walking and Cycling: An Action Plan – Department for Transport
8. Design Manual Roads and Bridges – HMSO
9. Regional Spatial Strategy – Government Office Yorkshire & Humber
10. Local Development Framework – North Lincolnshire Council
11. Local Transport Plan 2005/06 – 2010/11 – North Lincolnshire Council
12. A Guide to Travel Planning – North Lincolnshire Council
13. Industrial Road Design Guide – North Lincolnshire Council
14. Residential Roads Design Guide – North Lincolnshire Council
15. Parking Guide – North Lincolnshire Council

Appendix D – Useful Contacts

The following contacts will be able to provide information and advice to assist in preparing a transport assessment, transport statement or travel plan, prior to submitting a planning application.

Information	Name	Job Title	Telephone
Transport Planning	Jodie Booth	Team Manager, Transport Planning	01724 297373 01724 297507
	Louisa Simpson	Transport Planner	
Travel Plans	Gwyneth McMinn	Transport Planner	01724 297312
Local Plan/LDF	Chris Barwell	Spatial Planning Manager	01724 297573
Development Control	Bill Hill	Principal Officer	01724 297482
	Dave Wordsworth	Principal Officer	01724 297497
Highway Development Services	Ian Jickells	Principal Traffic Officer	01724 297546
	Darren Cowling	Highway Development Services Officer	01724 296699
Traffic Data	Alison Wright	Performance and Data Collection Assistant	01724 297471
Accident Data	Steve Harrison	Traffic Officer (Accident Investigation)	01724 297474
Road Safety Audits	Roy Hindmarsh	Road Safety Audit & Partnership Officer	01724 297478
Network Management	Andy Fidell	Network Officer	01724 297319
Public Transport	Dave Hewitt	Team Manager	01724 297444
Environmental Protection	Kath Jickells	Environmental Health Manager (Pollution)	01724 297617