

# ***City of London Workplace Travel Plans***

## Meeting Planning Requirements

### Introduction

The continued success of the business City depends on effective travel arrangements for the thousands of people who work in the Square Mile. Good planning and design of new buildings will anticipate how best to deliver good access and provide a range of travel options for the occupants. To make the most of the facilities and options provided in new developments it is essential to co-ordinate, promote and monitor their use from the outset. The City of London Corporation believes that travel plans are an effective way to manage this process.

### What is a travel plan?

A travel plan is a package of measures tailored to the needs of the individual organisation that aims to promote greener, cleaner and healthier travel choices. Travel plans may also consider how to reduce the need for travel, particularly during peak periods when the transport network is most stretched.

A travel plan can address different types of travel including:

- Journeys by staff to and from work;
- Business travel;
- Travel by visitors and contractors;
- Deliveries, servicing and waste removal;
- Fleet vehicles

### Travel planning in the City

The unique context of the City of London, where over 90% of the workforce already travel to work by public transport, requires a targeted approach to travel planning.

Although measures to reduce the use of private cars for the journey to work can form part of travel plans, in many cases it may be appropriate to place a greater emphasis on the encouragement of walking and cycling. These modes of transport bring environmental and health benefits, can reduce reliance

on taxis and private hire vehicles for local business travel and can help relieve pressure on London's public transport system and carriageway space. Where distances travelled are great, benefits may be accrued outside the City as commuters adopt sustainable travel habits for part of their work journey or indeed for other trips they make.

### Staged approach

For certain developments, The City of London Corporation requires travel plan commitments as part of the planning application process.

In these cases, a staged approach is normally required. The stages comprise:

- A preliminary or 'interim' travel plan containing a site assessment, a description of the facilities provided in
- the new development and a framework and timetable for the production of the travel plan itself;
- The travel plan itself, prepared and implemented soon after occupation in accordance with the agreed framework, based on surveys of the operating development;
- Submission of monitoring reports for five years after the implementation of the travel plan.

## Interim travel plans

The interim travel plan sets out all travel plan commitments that are not dependent on a survey or audit of the occupiers' employees, visitors and deliveries. The aim is to provide the eventual occupier with all the information that they need to make sustainable travel choices easier from the outset, before travel habits become entrenched. The interim travel plan also sets out roles and responsibilities and provides a timetable for the development of the travel plan itself. The interim travel plan should be submitted at least six months prior to the completion of the development.

The developer should ensure that the following items are contained in the interim travel plan:

### **Trips and choices**

A summary of the estimated number of new trips resulting from the development at the time of occupation and the predicted share across different means of transport.

### **Site assessment**

An overview of the existing transport links serving the site including public transport, cycling and walking routes. Realistic alternatives to car use should be identified and any barriers to non-car

use highlighted, such as severance caused by a busy road or a lack of cycle parking. Possible improvements to the area that would encourage the use of environmentally friendly travel options should be examined.

### **Facility audit**

Details of facilities to be provided on site by the new development that will encourage the use of sustainable means of transport, in particular cycling and walking.

### **Roles and responsibilities**

Appointment of a travel plan co-ordinator to deliver the interim travel plan and to oversee the development and implementation of the travel plan itself after occupation.

### **Action plan and timetable**

The interim travel plan should be provided to tenants prior to occupation and should include an outline specification and timetable for the preparation of the travel plan itself.

See the Appendix for details.

### **Information pack**

The interim travel plan should be accompanied by an information pack to be made available to new employees as part of their induction process. It is the developer's responsibility to assemble the information pack which should include a summary of sustainable travel options for accessing the

site and include details of on-site facilities to encourage the take up of these options.

Agreement of the travel plan itself with the initial occupier should be sought as soon as possible after occupation, and

always within six months. A separate advice note for occupants, setting out how to develop a successful travel plan, is also available from the City of London Corporation.

### **How to get started**

Information on travel plans can be obtained from a variety of sources. The Department for Transport has a useful publication A guide on travel plans for developers available to download at [www.dft.gov.uk/pgr/sustainable/travelplans/work/publications/](http://www.dft.gov.uk/pgr/sustainable/travelplans/work/publications/).

The following organisations also provide useful information and advice:

National TravelWise [www.travelwise.org.uk](http://www.travelwise.org.uk)

Transport for London [www.tfl.gov.uk](http://www.tfl.gov.uk)

Association for Commuter Transport [www.act-uk.com](http://www.act-uk.com)

London Cycling Campaign [www.lcc.org.uk](http://www.lcc.org.uk)

Living Streets [www.livingstreets.org.uk](http://www.livingstreets.org.uk)

## Appendix – Travel plan specification

The interim travel plan should include an outline specification to guide the development of the travel plan itself on occupation of the building. This should include:

### **Site assessment**

A summary of site accessibility data.

### **Roles and responsibilities**

A steering group to oversee the development of the plan and provide guidance and high-level support for the plan. A commitment to the allocation of sufficient staff time to develop and maintain the plan.

### **Travel survey**

A survey of staff travel to work patterns and attitudes to identify:

- Where staff travel from;
- How staff currently travel;
- Why staff choose to travel the way they do;
- Whether staff are able / willing to change the way they travel and measures that might encourage them to do so.
- Travel audit

An audit of other travel generated by the occupants to include business travel, visitors, deliveries / suppliers and fleet vehicles where applicable.

### **Objectives, targets and indicators**

The identification of the high-level objectives for the travel plan.

The identification of measurable goals and indicators to assess progress against objectives.

### **Travel plan measures**

The identification of practical measures through which targets and objectives are to be realised.

### **Awareness raising and marketing**

Regular promotion of measures to facilitate the site's accessibility by means other than private motor vehicles including information to be incorporated into publicity material and by making copies of the travel plan available to staff, customers and visitors to the site.

### **Review and monitoring**

Arrangements for the review and monitoring of the travel plan on an annual basis for five years after implementation. It is acknowledged that it will be appropriate to amend the travel plan by agreement in

response to changing circumstances. A reporting mechanism to the City of London Corporation needs to be established.