

Services Available

The following services are available to assist with the monitoring of travel plans. Further information and details of costs are available at www.trics.org.

Surveys

For new and expanding developments it is anticipated that the costs of data collection for the monitoring process will be met by the applicant, as is current practice. It is recommended that the costs are specified as part of the planning agreement associated with the application. The costs of data collection vary according to the layout of the site and other factors, in particular the number of days it is necessary to survey and the number of access and egress points that have to be covered.

The following services are available:

Specification – £500 (+VAT)	Visit site to determine and detail appropriate survey method; suitable for more complex sites before proceeding.
Multi-modal Survey – From £2,000 (+ VAT, dependant upon site)	Site visit, determine the appropriate data collection technique, undertake survey, data validation and reporting.

Trip Generation Estimates

The applicant may wish to commission a trip generation and mode share estimate to assist the setting of appropriate targets in Stage 2. The TRICS® Bureau Service is able to provide this information to a high standard, based on expert knowledge of trip generation.

Trip Generation Estimate by TRICS® Bureau Service £750 (+VAT)

Independent Arbiter

In some circumstances the applicant may wish to enlist ACT to act as an independent arbiter to consider mitigating circumstances or any other factors affecting the results.

Independent Audit of Results by ACT £500 (+VAT)



At a glance

What are the benefits of Standard Assessment Method for Travel Plans?

The process provides a statistically robust evaluation of improvements to accessibility to and from a site. The process provides a fair and transparent method of agreeing appropriate trip rates and mode-share targets.

Will this mean more work for Planning Authorities?

No, to the contrary it will enable Planning Authorities to put in plans in a more efficient process that delivers more effective travel plans with fewer dedicated resources required.

Is the scheme compulsory?

No, although many local authorities are making it standard for all planning applications that involve Travel Plans. This data will substantially increase our understanding and ability to predict the effects of future Travel Plans.

How can I enforce the monitoring of my Travel Plan?

Section 106 agreements are commonly used to legally enforce the monitoring of a Travel Plan. An increasing number of local authorities are introducing fiscal penalties for those sites that fail to meet targets.

Who will be responsible for paying the cost of surveys and when will they be required to pay?

For existing sites, the cost of surveys would normally be met by the current occupier. For new and expanding sites, the costs will be met by the applicant either through charges for monitoring, or monies paid to the planning authority as part of the S106 planning obligation related to the development.

How does this fit in with other types of travel plan monitoring?

There are effectively 3 types of travel plan monitoring:

- 1) Internal monitoring** that organisations or their agents undertake to track progress, assimilate data on perceptions & attitudes, etc.
- 2) Local authority area-wide monitoring** undertaken to track the number of travel plans being implemented across a region, including details of which ones are voluntary, which have planning obligations, and information on targets and review periods. Many of these systems are GIS based.
- 3) Independent assessment of the impact of travel plan implementation.** Standard Assessment Method is the national standard method of assessing whether travel plans have met their targets set through the planning process.

For more details please visit www.trics.org TRICS® is publicly owned and run on a not-for-profit basis. It is managed and developed on behalf of the TRICS® Consortium by JMP

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the Association for Commuter Transport



UK Standard Assessment Method for Travel Plan Impacts

Advice for Developers & Planning Authorities

The standard is designed to measure the delivery of trip rate and mode share targets, particularly those associated with Transport Assessments and the related travel plans. Use of a standard approach across the UK will ensure that a consistent, fair and transparent approach to evaluating the performance of travel plans is adopted.



Why monitor Travel Plans?

Travel plans are implemented to maximise accessibility to a site by a wide range of different methods of travel and, in particular to manage the proportion of travellers to a development who choose to travel by car. Experience has shown that a high quality Travel Plan can reduce single occupancy car use to a development by a significant amount, depending on the site characteristics and measures used. To find out more about Travel Plans visit the Department for Transport website: www.dft.gov.uk.

The Association for Commuter Transport (ACT) is a non-profit organisation, working closely with the Department for Transport. ACT provides support to organisations that need to reduce the number of employees and visitors driving their cars onto site, through the introduction of a Travel Plan. ACT has established this standard approach to monitoring Travel Plans in partnership with the national development database provider - TRICS.

The UK planning system requires Travel Plans to be produced and monitored for new developments. There is a need for more consistently-collected, comparable data about the effects of Travel Plans in order to be able to establish with confidence the trip-reduction and/or modal redistribution impact resulting from the implementation of a Travel Plan.

This document has been prepared to set out clear and consistent guidance on a standard method for monitoring the impacts of Travel Plans. Over time the promotion of this UK standard will ensure that more data becomes available. This will provide greater certainty about the effects of Travel Plans and help reduce the costs currently incurred when attempting to approve appropriate trip rates. This standard method is based upon extensive research and is designed to complement the trip generation data collection methodology already used for the TRICS® database which has been the UK standard for trip rate data since 1989.

How to monitor Travel Plans

The approved monitoring process can be summarised in a few simple stages:

- 'Baseline data' is either calculated, or collected in a consistent manner using the TRICS® multi-modal survey.
- Travel plan measures and initiatives implemented are recorded.
- At a defined point in the future, 'after data' will be collated in the same way.
- The two datasets can then be compared to see what changes have resulted.
- The planning authority then decides whether the organisation /site has met its targets and takes appropriate action.

	A) New Sites	B) Expanding Sites	C) Existing Sites
1) Baseline Calculation			
i) Before Survey	n/a	✓	✓
ii) Estimate Trip Generation	✓	✓	n/a
2) After Survey	✓	✓	✓
3) Analyse Results	✓	✓	✓

It should be noted that any Travel Plan report submitted to Local Planning Authorities would contain the results of these surveys, but, in addition is likely to be supplemented with data from additional questionnaires with staff/occupiers to gather further information helpful to the development of the Travel Plan. This guidance note refers only to those surveys carried out to monitor the effects of the Travel Plan.

Which steps to take

1) Baseline calculation

i) Before Survey

To establish the baseline mode split of employees/visitors a before survey is required for each location. This information will assist considerably in the setting of appropriate trip rate and mode split targets.

The survey should, wherever possible, be performed before the implementation of proposed Travel Plan measures, preferably over the period of one day in March, April, May, June, September or October (the survey should be long enough to capture 95% of trips to and from the site over the survey day). School holidays should be avoided. For some sites additional weekend surveys may be required. In agreeing to the Travel Plan monitoring methodology, the organisation whose Travel Plan is to be monitored also agrees that the monitoring can take place unannounced, within a pre-specified period of 4 weeks.

Each survey must be commissioned by the appropriate local authority and will be carried out by an approved independent specialist survey organisation. This will not include any organisation associated with the site, or any business employed by the organisation tasked with implementing a Travel Plan.

The local authority will approve the specialist survey company and may chose to commission either:

- TRICS® to manage and undertake the survey; or
- A preferred survey company/in-house capability.

In each case the survey will need to be validated by TRICS® to ensure it meets the required quality standard. Each survey will be made available to the appropriate local authority and commissioning organisation. It will also be made available through twice yearly TRICS® data releases.

Different types of survey will be required dependent on the circumstances of the site, as shown in the table below. This way survey costs are kept to a minimum. A site audit is normally required to establish the survey requirements.

Site Type	Survey requirements
Contained	
<ul style="list-style-type: none"> • Small number of site access/egress • Public transport services run onto site • Little off-site parking • Travel plan aimed at all site users 	<i>Fully classified manual observational count</i> – all vehicles, vehicle occupancy and pedestrians entering site counted
Non-Contained	
<ul style="list-style-type: none"> • Significant off-site parking • Some public transport use not observable from cordon • Many access/egress points • Travel plan aimed at all site users 	<i>Mixed fully classified manual observational count and selective interview surveys</i> – as above, but also with interviews at some cordon points
Complex	
<ul style="list-style-type: none"> • Mixture of off-site parking locations • Public transport use not observable from cordon • Large number of access/egress points • Travel Plan aimed at only one site user group (e.g. staff but not visitors) 	<i>Mixed fully classified manual observational count and interview surveys</i> – as above, but also with interviews at a majority of cordon points

ii) Estimate Trip Generation (New Sites only)

For new sites it will not be possible to collect before data as the site is not yet operational.

Each planning application usually requires a Transport Assessment (TA) to be undertaken. The TA process includes an estimate of trip generation and mode split.

Trip rate databases are used in combination with other relevant data to determine these estimates. In some circumstances it may be appropriate to utilise a first principles, or lifestyle analysis approach to help determine the trip rates.

It should be noted that most trip generation databases currently contain little information for sites with effective Travel Plans in operation. Due to these current data limitations it may be necessary to calculate the likely trip generation for a proposed site, assuming no Travel Plan will be implemented. A revised figure should then be calculated to account for the impact of an effective Travel Plan. Naturally, the expected impact of the Travel Plan will depend on the specific opportunities for trip reduction and for mode transfer.

It is essential that the methodology used to determine the trip generation figures and mode splits is logical, transparent and explained concisely in a manner easy to understand.

The local authority will need to validate and agree the trip generation estimate before the data is used to establish appropriate targets.

2) After Survey

An after survey will be required following the operation of the Travel Plan for a reasonable period of time (as determined by the local authority, dependent on the specific circumstances of the application). As a guideline DfT recommend a period of 1 to 2 years to achieve an effective Travel Plan. For new developments, it is especially important to wait until the end of the occupational period.

The Travel Plan initiatives and measures implemented should be recorded using the new **Travel Plan Record Sheet**® which forms part of the TRICS® multi-modal survey. This form has been developed following research to define the initiatives and measures in a manner that will facilitate future statistical analysis of the relative effectiveness of Travel Plan packages.

The after survey carried out is a repeat of the survey carried out in Step 1. To ensure consistency and reliability the after survey should be carried out during a similar period of the year and on the same day of the week as the before survey.

3) Analyse Survey Results

A statistically robust comparison of the baseline predicted trip rates with the actual trip rates can now be made.

From this analysis it will be possible to determine transfers between modes and any significant reductions in trip rate. The trip rates can be calculated and analysed according to the targets set, for example per person, or per gross floor area.

An independent summary report can be produced by TRICS® detailing the analysis of the two surveys and the degree to which the targets have been met. The use of an independent 3rd party helps to reduce disputes and obtain agreement on levels of performance more efficiently.