North Yorkshire County Council

# Interim Guidance

## on

# Transport Issues

## including

# Parking Standards

## and

## Advice on

# Transport Assessments

## and

# Travel Plans

# Appendix A (2015)

# Parking Standards

**Guidelines for Provision**

1 Plans defining the urban areas and market towns can be found in the appropriate Local Plan.

2 These are **MINIMUM** parking standards, to be applied at **residential developments** with different values dependent on accessibility to public transport proximity of differing land uses and location.

3 A flexible approach should be taken in using the standards so that each development proposal is assessed on its merit. A lower parking provision may be appropriate, particularly in more central locations where public transport provision is greater, depending on the circumstances of each case. This should be established from early discussions with the highway authority.

4 Operational parking space is defined as the space required for cars and other vehicles regularly and necessarily involved in the operation of the business of particular buildings. It includes space for commercial vehicles delivering goods to or collecting them from the buildings, space for loading and unloading and for picking up and setting down of passengers.

5 Where no operational requirement is specified, adequate provision for servicing must be provided. This should include sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time to manoeuvre with ease and stand for loading and unloading without inconvenience to other users of the site.

6 Staff requirements quoted refers to the likely maximum number of staff to be present on site at the busiest time.

7 In a number of cases, new development will incorporate more than one land use. In these circumstances, the standards applicable to each use simultaneously will be demanded.

8 All parking layouts must be designed in such a way that pedestrian and cyclist safety and convenience have absolute priority.

9 Where a specific category is not listed standards will be determined by discussion.

10 The needs of people with disabilities should be properly provided for in the design of parking areas, and reduced parking levels should not apply to the provision of such spaces. Parking for the disabled should be additional to the general parking provision. A minimum provision equal to 6% of spaces should be designated for people with disabilities, with a minimum of 1 space for employment developments, and 3 spaces for retail/leisure developments above 1000m2. The spaces need to be extra wide to cater for wheelchair manoeuvring and be located as close as practical to building entrances. The kerb adjoining these spaces should be dropped along the entire length of the parking spaces to facilitate ease of movement for wheelchair users.

# Cycle and operational parking for non-residential uses

| Land Use | Use Class | Cycle Parking (Minimum) | Operational Parking (Minimum) |
|---|---|---|---|
| | | | |
| **Education** | | | |
| **Nursery Schools** | D1 | **Staff**<br>1 space/5 staff | Facility for contract buses<br>School Travel Plan<br>*Space for deliveries* |
| **Primary and Secondary Schools** | D1 | **Staff**<br>1 space/5 staff<br>**Students**<br>1 space/5 students | Sufficient facility for contract buses<br>School Travel Plan<br>*Space for deliveries* |
| **Sixth Form Colleges and Colleges of FE** | D1 | **Staff**<br>1 space/5 staff<br>Students<br>1 space/5 students | Travel Plan<br>*Space for deliveries* |
| **Medical** | | | |
| **Health Centres**<br>**Doctors' Surgeries**<br>**Dentists' Surgeries**<br>**Veterinary Surgeries** | | 1 space / 3 consulting rooms | 1 space / doctor or nurse<br>facilities for patients to pick up and set down as appropriate<br>disabled parking |
| **Business and Industry** | | | |
| **Offices** | B1<br>A2 | 1 space / 150m$^2$ GFA | space for deliveries |
| **Banks** | | 1 space / 150m$^2$ GFA | 1 suitably located space to accommodate security van and other deliveries in a town centre |
| **Industry** | | | |
| **Manufacturing** | B2 to B7 | **Staff**<br>1 space /200m$^2$ GFA<br>**Customers**<br>1 space / 500m$^2$ GFA | 1 service vehicle / 500m$^2$ GFA |
| **Warehousing** | B8 | 1 space / 400m$^2$ GFA | 1 service vehicle / 250m$^2$ GFA |
| **Offices** | | 1 space / 150m$^2$ GFA | space for deliveries |

| | | | |
|---|---|---|---|
| **Hotel and Catering** | | | |
| **Hotels /Motels** Defined as more than 20 beds | C1 | 1 space /10 bedrooms | 1 space / resident member of staff<br>Coach pick up/ set down<br>Taxi pick up / set down |
| **Guest Houses** Defined as under 20 beds | C1 | 1 space /10 bedrooms | 1 space / resident member of staff |
| **Restaurants** | A3 | 1 space / 50m$^2$ PFA (Public Floor Area) (minimum 4 spaces) | Taxi / car pick up / set down<br>Space for deliveries<br>**Note**: These standards may be varied for town centre sites depending on the availability of public car parking. |
| **Public houses / Licensed Clubs** | | 1 space / 10m$^2$ PFA (Public Floor Area) | Space for deliveries<br>**Note**: These standards may be varied for town centre sites depending on the availability of public car parking. |
| **Automotive industry** | | | |
| **Garages Service Stations Car Repair Workshops** | none | **Staff** 1 space / 6 staff | 1 space / breakdown or towing vehicle where<br>a car wash is provided, space for 5 cars to wait |
| **Motorist Centres Tyre fitting**, **exhausts etc** | | **Staff** 1 space / 6 staff | space for 2 cars to wait |

| | | | |
|---|---|---|---|
| **Retail** | | | |
| **Town centre / neighbourhood shops** | | **Staff**<br>1 space / 200m$^2$ GFA<br>**Customers**<br>1 space /100 m$^2$ GFA | 1 service vehicle / 500 m$^2$ GFA |
| **Supermarkets** (under 1000 m2 GFA) | | **Staff**<br>1 space / 200m$^2$ GFA<br>**Customers**<br>1 space /500 m$^2$ GFA | 1 service vehicle / 500 m$^2$ GFA |
| **Superstores** (over 1000 m$^2$ GFA) | | **Staff**<br>1 space / 200m$^2$ GFA<br>**Customers**<br>1 space /750 m$^2$ GFA | 1 service vehicle / 500 m$^2$ GFA |
| **DIY stores**<br>**Retail Warehouses** | | **Staff**<br>1 space / 200m$^2$ GFA<br>**Customers**<br>1 space /750 m$^2$ GFA | 1 service vehicle / 500 m$^2$ GFA |
| **Garden Centres** | | **Staff**<br>1 space / 200m$^2$ GFA<br>**Customers**<br>1 space /750 m$^2$ GFA | 1 service vehicle / 500 m$^2$ GDA (Gross Display Area) |
| **Entertainment and public spaces** | | | |
| **Public Halls**<br>**Places of Assembly**<br>**Community Centres**<br>**Places of worship** | D1 | 1 space / 25 m$^2$ GFA | Space for deliveries |
| **Cinemas and theatres** excluding multiplexes | | 1 space / 50 seats | Space for coaches to pick up and set down as appropriate<br>Space for deliveries |
| **Dance Hall discotheque** | | 1 space / 50 m$^2$ GFA | Space for deliveries<br>**Note**<br>these standards may be varied for town centre sites depending on the availability of public car parking |
| **Libraries museums and Art Galleries** | D1 | 1 space / 300m$^2$ GFA as appropriate | Space for mobile library van as appropriate |

| Sports and leisure | | | |
|---|---|---|---|
| **Indoor and outdoor stadia** including Rugby League and Football Stadia and Cricket Grounds | D2 | **Staff**<br>1 space / 10 staff<br>**Players and spectators**<br>Determined by Travel Plan | Coaches for players<br>space for deliveries |
| **Sports and Leisure Centres** | D2 | **Staff**<br>1 space / 10 staff<br>**Players and spectators**<br>Determined by Travel Plan | space for deliveries |
| **Swimming pools and skating rinks** | | **Staff**<br>1 space / 10 staff<br>**Players and spectators**<br>Determined by Travel Plan | space for deliveries |
| **Golf Courses** | | **Staff**<br>1 space / 10 staff | space for deliveries |

| Residential - special | | | |
|---|---|---|---|
| **Frail elderly nursing homes** (restricted to60/ 65+) | | 1 space / 6 staff | **Staff**<br>1 space / resident member of staff<br>1 space /2 non- resident member of staff<br>Space for ambulance or customised transport<br>Space for deliveries |
| **Sheltered accommodation** (restricted to 65/65+ and restricted to 1 bedroom units) | | 1 space / 10 staff | **Staff**<br>1 space / resident member of staff<br>1 space /2 non- resident member of staff<br>Space for ambulance or customised transport<br>Space for deliveries |
| **Semi-retirement accommodation** (where individual units are self-contained) | | | **Staff**<br>1 space /2 non- resident member of staffs<br>**Visitors**<br>1 space / unit<br>Space for deliveries |
| **Student accommodation** | | 1 space / 2 units | 1 space / 3 students<br>space for deliveries |
| **Community housing for the handicapped** | | | **Staff**<br>1 space / resident member of staff<br>1 space /2 non- resident member of staff<br>ambulance or customised transport<br>Space for deliveries |
| **Extra care facilities** | | 1 space / 6 staff | **Staff**<br>1 space / resident member of staff<br>1 space /2 non- resident member of staff<br>Space for ambulance or customised transport<br>Space for deliveries |

## Residential Parking Standards

| Minimum Vehicle Parking | | | | | |
|---|---|---|---|---|---|
| **use class** | **Land Use** | **Minimum Cycle Parking** | **Rural Areas** | **Market Towns and Harrogate / Knaresborough Scarborough Catterick Garrison** | **Central Urban Areas *with good accessibility to all services*** |
| | Dwelling<br>4 or more bedrooms | Secure facility to lock cycles | 3 spaces | 2 spaces | |
| | Dwelling<br>3 bedrooms | Secure facility to lock cycles | 2 spaces | 2 spaces | |
| | Dwelling<br>2 bedrooms | Secure facility to lock cycles | 2 spaces | 1 space | |
| | Dwelling<br>1 bedroom | Secure facility to lock cycles | 1 space | 1 space | |
| | Houses in multiple occupancy<br>Bedsitters | Secure facility to lock cycles per bedroom | To suit location | | |

# Appendix B (2015)

# Cycle Parking Facilities

**Guidelines for Provision**

The type of cycle parking provided should be based on the expected length of stay by the prospective user.

**Short Stay**

Where the length of stay by the user is expected to be less than approximately 2 to 3 hours (e.g. customers at a supermarket) short stay cycle parking facilities will normally be adequate. These should preferably be 'Sheffield' type stands these being a fixed hoop against which a cycle can be lent and locked. These are available commercially from a number of manufacturers. Any type of stand that supports the cycle by its wheel should be avoided as these often cause damage to the wheel.

Short stay cycle parking facilities need not necessarily be undercover but providing covered parking facilities may benefit customers.

**Long Stay**

Where the length of stay by the user is expected to be over approximately 3 hours (e.g. staff parking) long stay facilities should normally be provided. These may be either Sheffield type stands provided in a covered area or covered bike shed or cycle lockers. Both of these types of facility are available commercially from a number of manufacturers.

Long Stay cycle parking should be located near to the final destination and be covered and secure.

**Location of Cycle Parking**

The location of cycle parking is crucial to its successful use.

All types of cycle parking should be located in an area which has regular passing pedestrian traffic. This provides informal supervision, increases the security of the facilities and therefore increases its use.

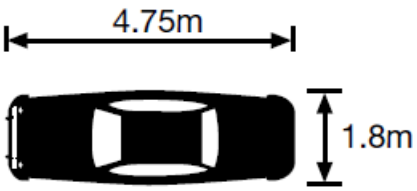
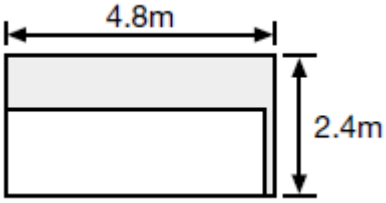
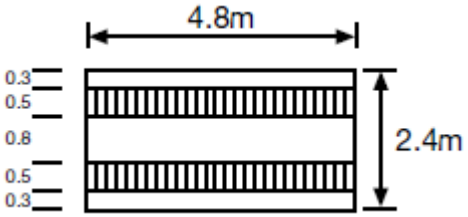
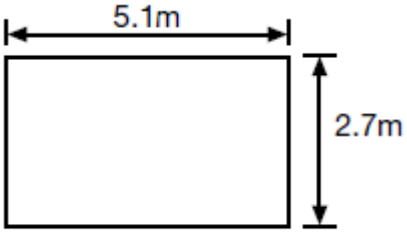
Short stay cycle parking should be located as close as possible (e.g. within 30 m) to the final destination (e.g. as close to the store entrance as possible). Experience shows that where the facility is not located close to the final destination its use is decreased. This can lead to problems with informal cycle parking at the entrance to the development (e.g. cycle locked to trolley parks at supermarket entrances).

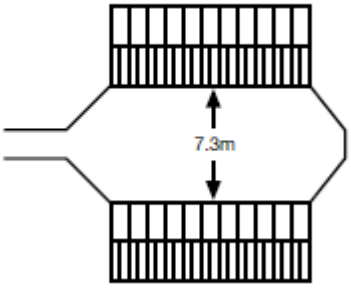
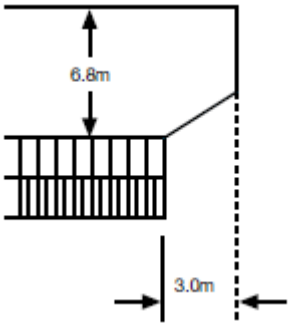
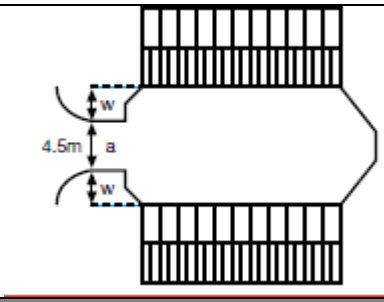
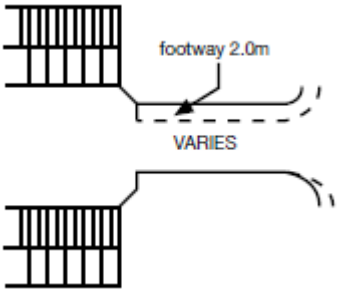
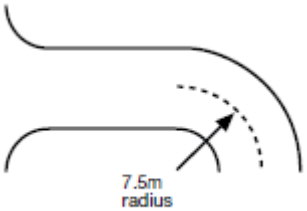
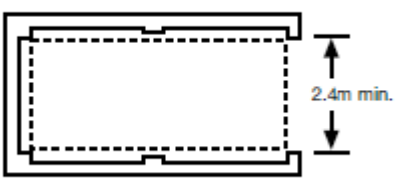
**Ongoing Review of Provision**

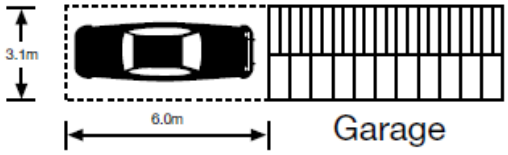
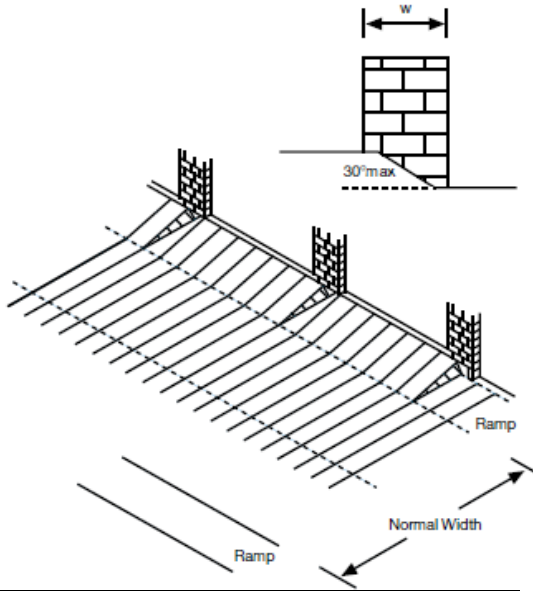
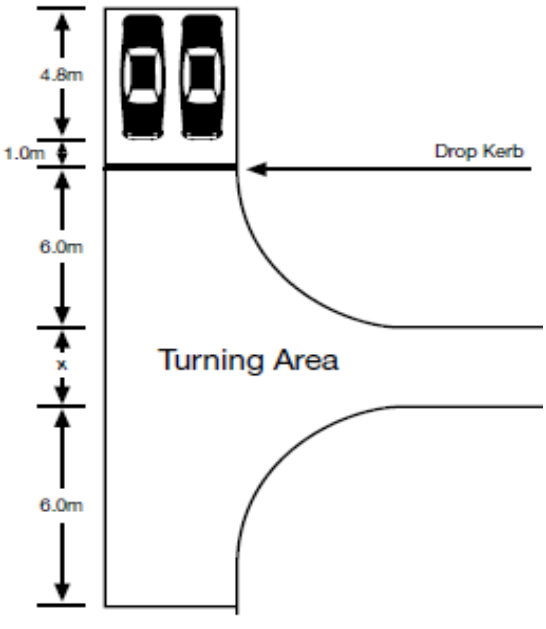
The number of cycle parking places specified in the guidelines is the recommended minimum provision. The developers should always assess whether an increased level of provision may be necessary or advantageous. Additionally, the developers should monitor usage of the cycle parking facilities following completion of the development. If the cycle parking is well utilised consideration should be given to providing additional parking.

# Appendix C (2015)

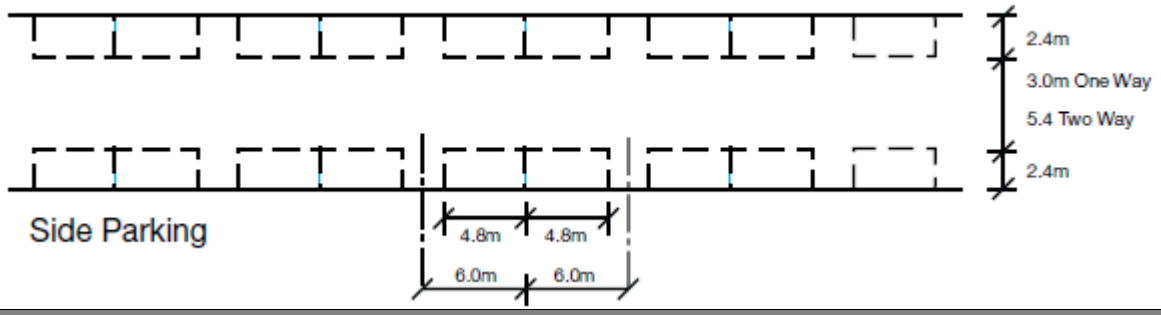
# Car Parking Dimensional requirements

| **Standard Car Size** | |
|---|---|
| 99% of all new cars will fit within the dimensions of a rectangle 4.75m x 1.8m. |  |
| **'Standard' Car Parking Space** | |
| A minimum space of 4.8m x 2.4m is required for the hard standings, car ports and the internal dimensions of garages. The standard dimensions of 4.8m x 2.4m must only be used as a general minimum (16ft x 8ft). |  |
| **Basic Hard standing** | |
| For a standard car excluding working space for individual plots. |  |
| **Basic Convertible hard standing or car port convertible to garage later. Group hard standings convertible to garages later** | |
| **Notes**<br>a. Dimensions of convertible hard standings include allowance for wall thickness.<br>b. Slab dimensions are the absolute minimum for garages and larger sizes will be to provide working space.<br>c. Add from 0.6m in length x 1.0m in width to 1.5m in length and 1.5m in width for working space.<br>d. In special case of garages or car ports for the semi-ambulant, see 'Designing for the Disabled' by Selwyn Goldsmith RIBA. |  |
| **Car Working Space** | |
| Basic space | 2.4m x 4.8m |
| A Working surface and minimum clearance | 3.2m x 5.6m |
| B Door opening from dwelling | 3.4m x 5.8m |
| C Washing and cleaning | 3.5m x 5.9m |
| D Washing and storage space | 3.6m x 6.0m |
| E As D, with space for kneeling | 3.8m x 6.3m |

| Garage Forecourts | |
|---|---|
| Manoeuvring space between walls or garages<br>Min 7.3m – up to 9.0m desirable.<br>To allow for opening lock up doors and cars parked outside. |  |
| Manoeuvring space between garage and opposite kerb<br>Manoeuvring space at end of forecourt aisles 3.0m. |  |
| Garage forecourts need to be kept as visually unobtrusive as possible.<br>The provision of screening by layout or by screen wings (w) may be required. |  |
| **Access Widths to Garage Courts** | |
| **Total spaces*** **Widths**<br>(a) Up to 6 2.5m<br>(b) 7-16 4.5m<br>(c) Over 16 5.0m<br>* Garages and hard standings<br>For service vehicles to mews area 4.5m. |  |
| **Radius** | |
| For access ways up to 16 spaces a minimum centre line radius of 7.5m.<br>For access ways over 16 spaces radius to be designed for 10mph and forward visibility provided accordingly.<br>Washing areas should be sited clear of the vehicular access and parking area |  |
| **Individual Garage** | |
| The MINIMUM internal size is 4.8m x 2.4m.<br>THROUGH garages – with doors back and front are strongly recommended when this can give access for additional rear curtilage parking. |  |

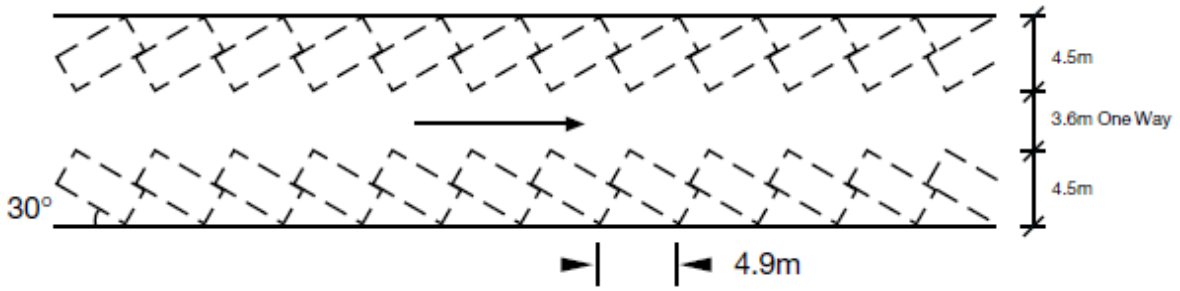
| Minimum Garage size to count as parking: | |
|---|---|
| From MfS **the Minimum Garage size for it to be counted as a parking space** | **3.0m x 6.0m** |
| **Other requirements** | |
| **Parking Space in Front of a Garage**<br>Allow a minimum of 6m space for minimum working at rear, up and over door clearance at front.<br><br>This space MUST NOT lie within future highways limits. |  |
| **Grouped Garages on Sloping Sites**<br>Where garages are sited across contours they may need to be wider than normal to accommodate wider piers.<br><br>The manoeuvring space in a garage forecourt will need to be wider than the minimum to accommodate a short ramp.<br>The length of a ramp and width of pier will depend on the slope of the forecourt. |  |
| **Parking Space Abutting Turning Areas**<br>Parking bays will need to be lengthened where they abut turning areas and provided with a drop kerb to act as a distance stop.<br><br>This will enable large vehicles to turn properly. |  |

## Car parking Dimensional Requirements

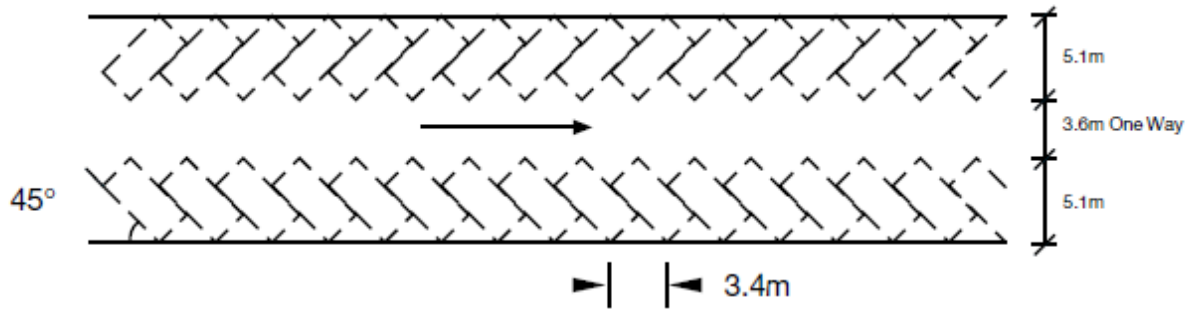


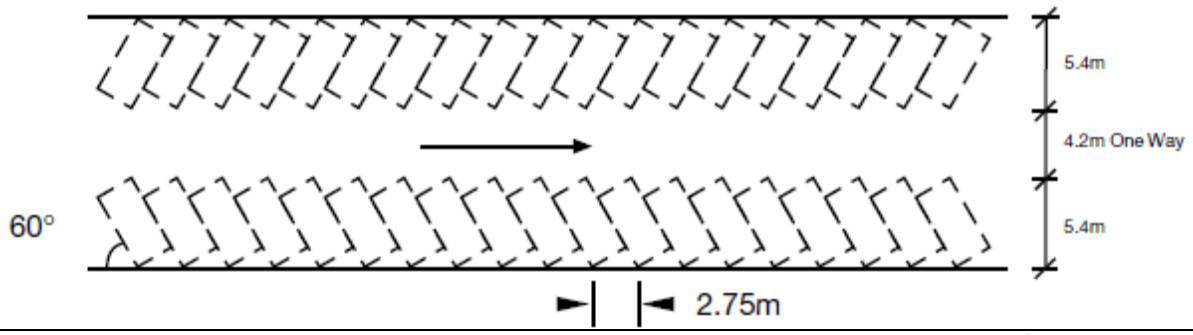

## Alternative Parking layouts

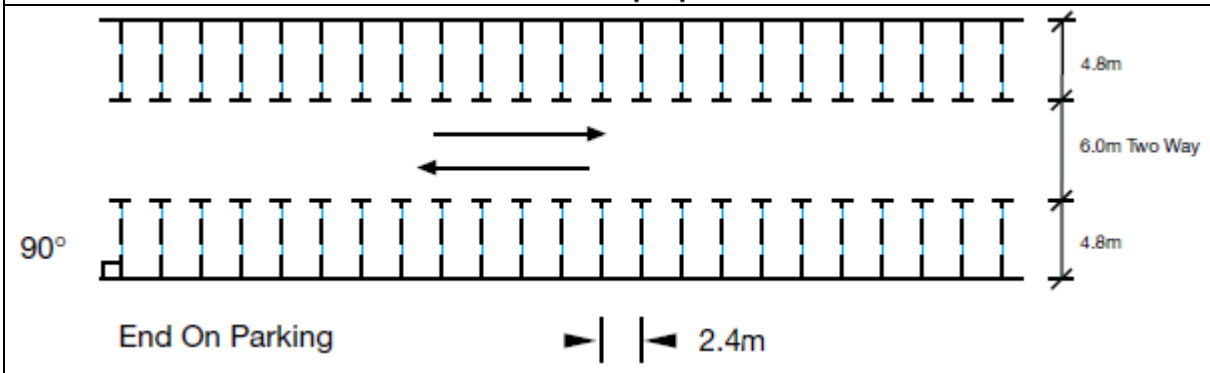
N.B. These arrangements are not normally acceptable adjacent to highways




## Alternative Parking layouts continued



# Appendix D (2015)

# Checklist for a Transport Assessment

A properly prepared TA will help assess the development's compatibility with the relevant policies and allow the transport implications of proposed developments to be properly considered. It will, where appropriate, identify the appropriate developer funded mitigation to facilitate development.

This checklist will assist developers to ensure all the necessary issues are considered in the preparation of their Transport Assessment.

The list should not be viewed as a substitute for a meeting with the local highway authority to scope the content of the Transport Assessment.

| **ISSUES TO BE CONSIDERED BY DEVELOPER** | |
|---|---|
| | |
| **Executive Summary** | |
| To be written so the public can understand the conclusions. Also make sure the methodology and build-up of assumptions in the main report itself are clear to read and follow. | |
| **Policy Framework – Please agree with the Highway Authority** | |
| Consideration should be given to relevant national and local policy | |
| **Existing Highway Conditions – Please agree with the Highway Authority** | |
| Consider the existing road infrastructure. | |
| Highlight existing problems (queues, accidents, complaints etc.) | |
| Set out the existing traffic flows. Are the surveys current and representative? What are the peak hours? What about the weekend? Holiday periods? | |
| Have the counts included HGVs? Are PCUs conversions, or %HGVs used in capacity calculations? | |
| Does the report highlight all the critical junctions and links, or are there more? | |
| Does the report consider other committed developments (or vacant buildings etc.) which might have a noticeable impact on the base traffic assumptions? | |
| **The Proposed Development** | |
| Does the development description match that shown on the planning application? | |
| **Generation and Assignment – Please agree with the Highway Authority** | |
| What assumptions have been made about modal split, do these relate to the area? | |
| Is the traffic generation methodology robust? | |
| Are comparative sites similar in composition and location? | |
| Is the sample large enough and the sites comparable to the area? | |
| Are the figures mean or 85th percentile? | |
| Do the figures correlate to the proposed parking levels and modal split assumptions? | |
| What are the peak weekday and weekend times, do these relate to the surveyed network peaks or is there a combination of different peak times? Consider tidality for new junctions. | |
| What about HGV traffic generation, is this material? | |
| On what basis is the traffic assigned to the road network (comparative counts, gravity model, a range of tested options, a guess?) Is this reasonable, has it been justified? Are sensitivity tests needed? | |
| What assumptions have been made for traffic already on the network e.g. pass-by/diverted trips? | |
| What effect will competing sites have on the above? | |
| Without a further planning consent, what other uses could go on in the site? | |
| Do the conclusions match those in other reports e.g. Retail Impact Assessment? | |

| | |
|---|---|
| **Future Issues – Please agree with the Highway Authority** | |
| Are there any committed or protected highway or transportation schemes which would have a direct or indirect effect on any of the above? | |
| What traffic growth assumptions have been made, have these been substantiated? | |
| **Vehicular Impact – Please agree with the Highway Authority** | |
| Have the correct road junctions and links been identified? | |
| How have the critical junctions and links been analysed? Has this been done properly? | |
| Do the calculations model existing conditions; do these reflect what actually occurs? | |
| What is the future impact in terms of capacity, delay, queuing etc? | |
| Consider the implications of the impact (increased accident risk, effect on other road users, pollution, noise, vibration, queuing through junctions, excessive delay, rat-running to avoid problems, impact on schools and other sensitive locations etc.) | |
| What mitigating measures is the developer proposing; are these deliverable? | |
| What about HGVs? | |
| Is secure powered two-wheeled parking provided? | |
| What are the consequences on other vehicles, pedestrians, cyclists and public transport etc? | |
| **What developer funded improvements are required?** | |
| **Pedestrian Impact – Please agree with the Highway Authority** | |
| What is the catchment zone? | |
| What are the routes on foot to/from the site (access to/from residential areas, public transport connections, local facilities etc.)? | |
| Are there any accident problems involving pedestrians? | |
| Is there, or will there be, a need for help in crossing roads? | |
| What about dropped crossings/tactile facilities etc? | |
| What about footway/path widths, surfacing, lighting, safety/security? | |
| Has the site been designed to achieve good access on foot or do you have to negotiate a sea of car parking? | |
| Are pedestrians disadvantaged in any way by these proposals? | |
| **What developer funded improvements are required?** | |
| **Bicycle Accessibility – Please agree with the Highway Authority** | |
| What is the catchment zone? | |
| What are the routes by bicycle to/from the site (access to/from residential areas, public transport connections, local facilities etc.)? | |
| Are there any accident problems involving cyclists? | |
| Is there, or will there be, a need for help in crossing roads? | |
| What about cycleway/path widths, surfacing, lighting, safety/security, junction arrangements? | |
| Has the site been designed to achieve good access by bike without negotiating a sea of car parking? | |
| Is the bicycle parking convenient, safe, secure, covered etc. and in accordance with the highway authority's guidelines? | |
| Have bicycle changing, showering, locker, clothes drying facilities been provided? | |
| **What developer funded improvements are required?** | |

| | |
|---|---|
| **Public Transport Access – Please agree with the Highway Authority** | |
| Which bus/train services pass the site, and do they stop? | |
| How frequent, when do they start and finish, what about at the weekend? | |
| Where can you get to on the existing services and where can't you get to? | |
| Are the stops close to the site (consider shelters, lighting, bicycle parking, seating, information etc.)? | |
| How accessible are the stops on foot (directness, dropped crossings, tactile facilities, crossing facilities)? | |
| For major sites – do the buses have sufficient capacity at peak times? | |
| Can public transport penetrate the site? Consider cost, increased journey times for other users etc. | |
| **What developer funded improvements are required?** | |
| **Conclusions & Reminders** | |
| What developer funded improvements are required? – Please list including the need for any TROs. | |
| Has a Road Safety Audit been organised? | |
| Are legal agreements required? T&CP Act Section 106, Highways Act Section 278 and/or Section 38? | |
| **Is a 'Travel Plan' Required? – Please agree with the Local Highway Authority** | |
| What measures are to be included? | |

| | Indicative Thresholds for preparing Transport Assessments | TS | TA | TA/TP |
|---|---|---|---|---|
| | Residential developments where there are more than 50 dwellings. | ✔ | | |
| | Residential developments where there are more than 80 dwellings. | | | ✔ |
| | Any development that is not in conformity with the adopted development plan. | | | ✔ |
| | Any development generating 30 or more two-way vehicle movements in any hour. | | ✔ | |
| | Any non-residential 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 and non- motorised users, particularly vulnerable road users such as children, disabled and 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. – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions. | | ✔ | |
| | Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA) | | ✔ | |
| | Any development where in the opinion of the local highway authority problems are already being encountered and a lower threshold may be considered a material concern. | | ✔ | |

# Appendix E

# Not used

# Appendix F

# Checklist for a Travel Plan

A properly prepared Travel Plan will assist in mitigating the impact of development.

This checklist will assist developers to ensure all the necessary issues are considered in the preparation of their Travel Plan. It is not exhaustive and should not be considered as such.

The list should not be viewed as a substitute for a meeting with the local highway authority to discuss the content of a Travel Plan prior to drafting.

| **Issues to be Considered by Developer** | |
|---|---|
| **Executive Summary** | |
| To be written so the public can understand the conclusions. | |
| **Policy Framework** | |
| Consideration should be given to relevant national and local policy. | |
| **Administrative Arrangements** | |
| Is there a nominated person with responsibility for the Travel Plan and its maintenance? | |
| Is there a survey of staff travel choices for current staff and/or statistics that will inform the likely use of the new development? | |
| Have you presented a timetable for completion of the travel plan and submission of interim reports to the local highway authority at not less than two-year intervals? Have you made provision for any monitoring fee required through a S106? | |
| Is there evidence that public transport operators have been consulted? | |
| **The Proposed Development** | |
| Is the site permeable for walkers and cyclists so that all of the desire lines across the site are possible without detour? | |
| Is there a car park management system that includes parking permits? | |
| Does the car park layout incorporate spaces for car sharers in an attractive and visible location? | |
| Is the approach to key locations convenient and convivial for walkers? | |
| Is the approach to key locations convenient and convivial for cyclists? | |
| Is there secure (i.e. overlooked) cycle parking in a location that encourages cycling; e.g. near the clocking-in point in a workplace? | |
| Are there features within suitable buildings that would encourage cycling; e.g. changing rooms, lockers, showers? | |
| Are there clear, safe, well-lit connections to the nearest public transport routes? | |
| Are there facilities for waiting for public transport on-site? | |
| **Public Transport Promotions** | |
| Are timetables displayed in a visible location and telephone calls to public transport information lines made available free of charge? | |
| Are there initiatives planned to encourage a positive attitude to public transport; e.g. free trial weeks, discount on ticket purchase etc? | |

| | |
|---|---|
| **Car Sharing Promotion** | |
| Is there a car-share database or other means to encourage car sharing? | |
| Are there any promotion measures/incentives to encourage car sharing? | |
| **Walking Promotions** | |
| Are there plans to encourage walking, e.g. through promotional campaigns linked to walking and health? | |
| Will walkers benefit in any way from the Transport Plan? | |
| **Cycling Promotions** | |
| Is there an appropriate mileage allowance for work-related bicycle use? | |
| Is there a bicycle user group? | |
| Is there promotion of national events such as Bike to Work Week? | |
| Is there financial assistance towards the purchase or loan of a bicycle? | |
| **Office Practice** | |
| Is maximum possible use made of flexible working in order to reduce the need to travel? | |
| Is maximum possible use made of information technology in order to reduce the need to travel? | |
| Is there a goods inwards/outwards delivery policy that discourages wasteful journeys? | |
| Is there a company car policy that discourages driving? | |
| **General Promotions** | |
| Are there constant reminders of the need to reduce unnecessary car use? | |
| Are there two or more positive attempts per year to involve occupants in promotions of alternatives to the car? | |
| Are small efforts made to avoid all forms of travel, e.g. canteen or shop on site? | |
| **Conclusions & Reminders** | |
| **What developer funded improvements are required? – Please list** | |
| Are legal agreements required? T&CP Act Section 106? | |
| Are the Targets SMART and deliverable? | |