

## **Appendix 7:**

### **Chapter 7 - Ensuring efficient movement into and around the city**

#### ***7.1 - Transport Assessments***

Where Transport Assessment (TA) is required for a development proposal, it should be submitted with the planning application. The City Council may agree to the scope of TA being reduced if the development proposal is in a suitable location and in line with planning policy. TA should address the desirable modal split and provide for a package of measures designed to reduce the role of car travel to the site. If the potential modal split is difficult to predict, TA will need to consider whether and how far it may vary. TA should be easy to understand by non-technical people.

#### Thresholds

TA will generally be required if the development:

- a) is likely to generate car traffic, particularly at peak time, in an already congested area;
- b) is likely to introduce new access or traffic (any mode) onto a trunk road or other dual carriageway;
- c) is likely to generate significant amounts of traffic in or near the City centre Air Quality Management Area (A QMA), i.e. proposals in the Transport Central Area (TCA);
- d) is for new or expanded school facilities; and
- e) would be refused on local traffic grounds but where proposed measures set out to overcome any adverse impacts.

Proposals over 500m<sup>2</sup> or which may generate 100 vehicle movements or 5 freight movements per day will require at least a basic TA.

For residential development in Oxford, this equates to developments of 20 dwellings or more.

Applicants may find it useful to complete the "Site Audit" document produced by Oxfordshire County Council (2002).

Proposals over the following thresholds will require detailed TA:

Food Retail	1,000m <sup>2</sup>
Non-food retail	1,000m <sup>2</sup>
Leisure	1,000m <sup>2</sup>
Cinemas and conference facilities	1,000m <sup>2</sup>
Stadia	1,500 seats
B1 including offices	2,500m <sup>2</sup>
B2 industry	5,000m <sup>2</sup>
B8 distribution and warehousing	10,000m <sup>2</sup>
Hospitals	2,500m <sup>2</sup>
Higher and further education	2,500m <sup>2</sup>
Residential	40 dwellings
Freight movements	10 per day

For mixed-use schemes, detailed TA will be required where the combined effect of the uses proposed exceeds 10 freight or 200 vehicle movements a day, based on the general assumption that 100 vehicle movements are generated by 500m<sup>2</sup> commercial floorspace or 20 dwellings.

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All TA must include a non-technical summary and must address:

- a) location and layout including access points;
- b) size, in terms of site area and floorspace per activity; and/or number of dwellings and number of bedrooms per dwelling; and use of the site eg. staff, students, patients, visitors;
- c) proposed uses and activities; and
- d) issues such as timing and type of access requirements

Where full TA are required, these must additionally address the following:

- e) Potential travel characteristics: accessibility by all modes and predicted modal split. TA should consider ease of access and catchment areas by travel-to-site times for each mode.
- f) Measures: influencing travel patterns and minimising the need for parking using measures to improve access by walking, cycling or public transport in order to minimise non-essential car travel. TA should consider appropriateness of location, scale, density and uses of the site and development.
- g) Impact appraisal and mitigation: maximising accessibility by sustainable transport modes such as through minimising prominence of car parking, management of access and parking, and organisational policies. TA should determine whether the development is acceptable or not in terms of the transport impacts, and propose measures to mitigate the impacts in terms of accessibility, integrating modes of travel, reducing environmental impact and promoting safety.

### Checklists for preparing a TA

The following tables have been adapted from Oxfordshire County Council's Transport Assessment Guidelines. Note that this information is for guidance only, and developers should agree the scope of a TA, including expected content, with the planning department of the City Council in consultation with the Local Highway Authority.

Full TA scoping guidelines:

	ISSUES	BASIC TA	FULL TA
1	Size and description of proposal		
2	Description of existing use of land <ul style="list-style-type: none"> <li>Constraints of existing highway network</li> <li>Planning history</li> <li>Current permitted uses</li> </ul>		
3	Does the development involve the relocation of an existing use?		
4	Have traffic surveys of existing conditions been carried out?		
5	Distribution /assignment <ul style="list-style-type: none"> <li>How will this be done? i.e. gravity model, or based on existing turning movements</li> </ul>		
6	What is the potential traffic generation from the site. ? <ul style="list-style-type: none"> <li>TRICS?</li> <li>Special surveys?</li> </ul>		
7	What is the critical time period of the assessment?		
8	Is new or modified access proposed/likely?		
9	What committed development is to be taken into account?		
10	What is the area of impact?		
11	When will the site become fully operational?		
12	Are there significant phases to the development?  How will construction traffic be dealt with?		
13	What are the assessment years? <ul style="list-style-type: none"> <li>Current</li> <li>Year of opening</li> <li>Design year</li> <li>Any other sensitivity tests required?</li> </ul> Further assessment years needed for construction traffic or specific phasing?		
14	What level of car parking is required? <ul style="list-style-type: none"> <li>Disabled car parking issues</li> </ul>		
15	What is the provision for cyclists? <ul style="list-style-type: none"> <li>Show isochrones of 5km (realistic cycling distance)</li> </ul>		
16	What is the provision for pedestrians? <ul style="list-style-type: none"> <li>Show isochrones of 2km (realistic walking distance)</li> <li>What facilities are to be provided for people with mobility problems?</li> </ul>		
17	What is the provision for public transport? <ul style="list-style-type: none"> <li>Show isochrones - development should be no more than 400 metres from a bus stop.</li> <li>What interchange possibilities are there with rail and other longer-distance services?</li> <li>What are the facilities for people with mobility problems?</li> <li>Is there good quality infrastructure, with well-lit and safe access to public transport services?</li> </ul>		
18	Are vehicular visibility requirements met?  What needs to be done to achieve minimum visibility?		
19	Are there any other requirements of development?		
20	What is the proposed modal split?		
21	Include historical accident data (normally 3/5 years).  Is a safety audit needed for changes to highway layout?		
22	Highlight general facilities for people with mobility access problems <ul style="list-style-type: none"> <li>off site</li> <li>on site</li> </ul>		

Source: Guidelines for Assessment of Transport Implications for New Developments. Oxfordshire County Council Advice Note.

## Basic TA Template

Note that the level of detail may vary depending on the size and location of development, and the local context.

1	TRAVEL CHARACTERISTICS	FIGURES INCLUDED?	COMMENT AND DETAILS
	Size of development: site area, floorspace per activity and/or no. of dwellings (inc. bedrooms per dwelling)		
	Use of site: staff, students, patients, visitors		
	Journeys per day: expected number of journeys to and from the site as one total (figures should show particular peak hour flow)		
	Mode split: expected modal split for all journeys (excluding freight) to and from the site (figures should show car journeys with driver only or passenger and driver journeys)		
	Freight: expected number of freight/deliveries per day (Figures should be split by size/type of vehicle and peak time where possible)		
	Compare all the above with existing journeys per day, mode splits and freight impacts.		
2	MEASURES TO INFLUENCE TRAVEL	DOES SCHEME INCLUDE MEASURES ?	DETAILS OF HOW THESE ARE DEALT WITH
	Access, scale and design: the efforts made to promote choice of access, including for people with reduced mobility		
	Promoting walking and cycling: such as pedestrian routes and crossings, cycle routes, junction designs and cycle parking + facilities		
	Promoting public transport: such as information, bus stops, improved services and bus priority		
	Minimising parking: Overall number of parking spaces proposed and what this represents in relation to relevant maximum standards.		
3	TRANSPORT IMPACTS	ARE IMPACTS + / - ?	COMMENT
	Accessibility and integration: whether changes will occur in access to/adjoining transport infrastructure, the local area and community		
	Safety: Whether changes will occur in the risk of accidents and perceptions of personal security		
	Environment: Impact on noise, air quality landscape, townscape, effect on heritage (on request of City Council)		
	Traffic and highway impact: impacts such as junction capacity problems and on/off street parking		
4	OVERALL ASSESSMENT	Yes / No	If no what other measure are needed?
	Does scheme provide realistic choice of access?		
	Is parking being minimised below maximum standard?		
	Are legal agreements needed – e.g. S106 or S278?		Describe requirements:

Source: Guidelines for Assessment of Transport Implications for New Developments. Oxfordshire County Council Advice Note.

## 7.2 - Travel Plans

If a Travel Plan (TP) is required for a development proposal, it should be submitted with the planning application.

### Thresholds

Tps must be submitted alongside planning applications if the development:

- a) is likely to generate significant amounts of travel in or near the City centre Air Quality Management Area (AQM A), i.e. proposals within the Transport Central Area (TCA);
- b) is for new or expanded school facilities; and
- c) would be refused on local traffic grounds but where the TP sets out to overcome any adverse impacts.

Proposals over the following thresholds will require a TP:

Food Retail	1,000m <sup>2</sup>
Non-food retail	1,000m <sup>2</sup>
Leisure	1,000m <sup>2</sup>
Cinemas and conference facilities	1,000m <sup>2</sup>
Stadiums	1,500 seats
B1 including offices	2,500m <sup>2</sup>
B2 industry	5,000m <sup>2</sup>
B8 distribution and warehousing	10,000m <sup>2</sup>
Hospitals	2,500m <sup>2</sup>
Higher and further education	2,500m <sup>2</sup>

Tps must recognise the potential for modal shift and therefore the early stages of the TP are likely to focus on those car drivers "most able" or "most likely" to change their mode of travel. This does not mean that other categories should be neglected. Greater effort in terms of more measures will be needed in the longer term to address the needs of those less likely to switch from driving.

*For example, people living within 2km of a site may be able to walk, cycle or catch the bus. Car drivers living between 2km and 8km from a site may reasonably be able to change to cycling or the bus, and those living between 8km and 16km may be able to use public transport. Car sharing is likely to be a realistic option for longer journeys or journeys where alternative modes are not possible*

The reasons for car use, the distances travelled, and from where journeys start and finish must be assessed. There are many ways that information could be assessed and represented in the TP.

*For example, on a proposal to expand an existing site, surveys of current staff would be useful. For a relocated organisation, current staff surveys could indicate travel habits at the new site. An isochrome map can be useful in indicating distances from a site, accessibility by various modes, or potential catchment areas.*

Modal split targets are normally displayed as percentages. However, this does not address the issue of rising staff numbers for example, and over time may in fact hide an increase in the number of cars being brought to a site. Targets should be stated as actual numbers as well as percentages.

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There is no right or wrong way to present a useful and effective TP. However, the following guidelines should be considered:

### *Background:*

Information about the organisation must be stated clearly, including:

- a) Staff details such as numbers (for example, full-time/part-time, staff on payroll/fulltime equivalents<sup>1</sup>), times of travel (for example, Monday to Friday at 9am and 5pm or shift pattern), where they travel from, and how they currently travel;
- b) Site assessment including current links (pedestrian/cycle/vehicular) into and within the site, cycle facilities, accessibility by public transport, accessibility of nearby shops and services, and car parking;
- c) Assessment of non-staff travel (for example, visitors, deliveries, fleet vehicles);
- d) Attitudes of staff towards travel to and from the site and towards their travel needs.

### *Objectives:*

The statement of objectives should identify the motivation behind the TP and clearly state its purposes. (For example, reasons for a TP include reductions in car usage (especially single occupancy journeys at peak times), and increased use of walking, cycling and public transport). It may be relevant to address:

- a) Reducing traffic speeds, improved road safety and personal security (especially for people on foot or cycle); and
- b) More environmentally friendly delivery and freight movements, including home delivery services.

TP good practice example of an objective: *"To maximise opportunities for staff and students to travel to the University and to undertake University business using transport modes other than the private car"* - Oxford Brookes University (1999)

### *Measures:*

The TP must identify what needs to be done to achieve its objectives and what measures need to be implemented.

TP good practice examples of measures:  
*"include green travel teaching in curriculum"* - Headington Junior School (2002) *"covered cycle parking and shower and changing facilities within each building"* - Oxford Science Park (2001)

### *Targets:*

Targets must be specific, measurable, realistic and split into identifiable time frames based on the short term, medium term and long term and preferably dated by month and year.

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<sup>1</sup> Some staff may be part-time or job-share, so the number of posts in an organisation and the number of staff it employs may differ. Full-time equivalents (FTEs) are the number of equivalent full-time posts in an organisation.

TP good practice examples of targets:

*Medium term: introduce home working: 2-3 years (information is provided about who is responsible, cost bracket, funding source and monitoring criteria)*

*Monitoring and Review:*

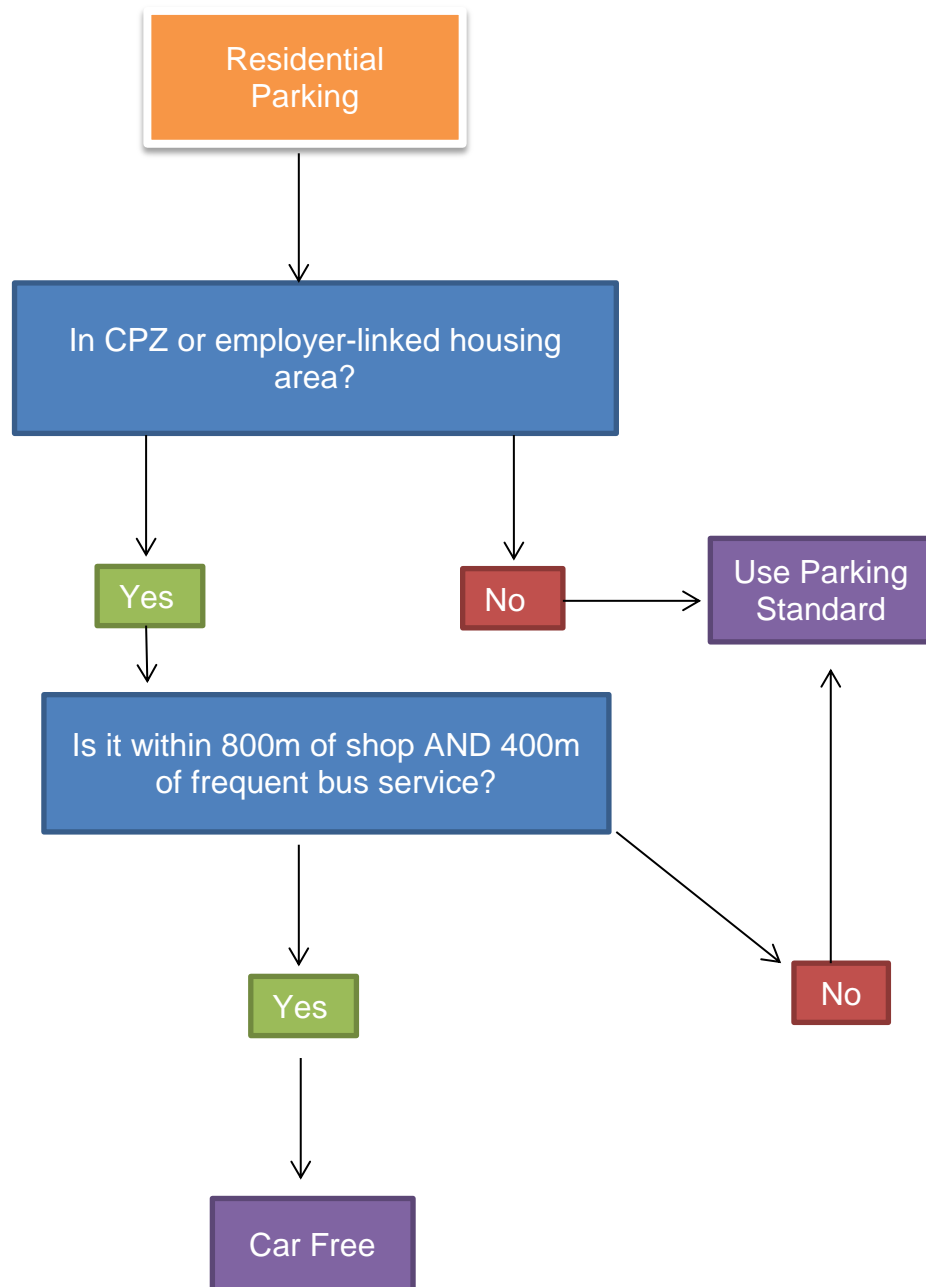
The effects of TPs must be monitored and they must state clearly how monitoring will take place (for example by stating what will be monitored by whom and when). Baseline data must therefore be provided (for example, as part of the background information). The outcome of monitoring may suggest that a review of the measures and/or targets is necessary. (For example, it is not necessarily a bad thing to discover through monitoring that a measure is no longer feasible, but new measures will then need to be set in order to meet the objectives of the TP.)

*Enforcement:*

The TP must set out arrangements for appropriate enforcement action in case agreed targets are not met.

### 7.3 - Vehicular parking standards

#### Residential Parking Decision Flow Diagram:



#### Vehicular parking standards:

Policy M3 sets out Oxford City Council’s policy on providing parking for new residential developments which would not be car. The standards below should be read alongside Policy M3 and its supporting text.

Houses ( of any size) including HMOs	1 space per house ( may be allocated or unallocated)
Flats ( of any size)	Car-free, plus operational, disabled and car club parking



	up to 0.2 spaces per dwelling
Wheelchair accessible or adaptable houses and flats	1 space per dwelling, to be provided on-plot (must be designed for wheelchair users)
Retirement homes	1 space per 2 residents' rooms
Sheltered/extra care homes	1 space per 2 homes plus 1 space per 2 staff
Nursing homes	1 space per 3 residents' rooms plus 1 space per 2 staff

*Disabled Parking:*

On developments of 4 or more homes, wheelchair accessible or adaptable homes should provide allocated disabled parking, irrespective of location. On sites of 20 or more homes disabled parking should be provided for at least 5% of dwellings. Disabled parking should have level access to, and be within 50 metres of, the building entrance which it is intended to serve.

*Powered Two Wheelers:*

Residential	1 space per 5 dwellings
Non-residential developments	1 space per 400m <sup>2</sup> up to 2000m <sup>2</sup> , 1 space per 1000m <sup>2</sup> thereafter.

*Non-residential development:*

Existing employment uses	No additional increase in parking spaces
All other uses	To be determined through pre-application meetings/planning applications in the light of their Transport Assessment and Travel Plan.

## 7.4 - Cycle parking standards

Houses and flats up to 2 bedrooms	At least 4 spaces per dwelling
Houses and flats of 3 or more bedrooms	At least 3 spaces per dwelling
Student Accommodation	At least 3 spaces for every 4 study bedrooms
HMOs	At least 1 space per occupant
Hotel/Guest Houses	At least 1 spaces per 5 non-resident staff (or other people). Plus 1 space per resident staff.
Shops (A1) other than non-food retail warehouses, financial and professional services ( A2)	1 space per 113m <sup>2</sup>
Businesses (B1)	1 space per 90m <sup>2</sup> or 1 space per 5 staff or other people.
Food and drink (A3-5)	1 space per 40m <sup>2</sup> public floor space.
Non-food retail warehouses including garden centres (A1)	1 space per 400m <sup>2</sup> .
General industry (B2)/warehousing/distribution (B8)/traders' merchants (A1)	As B1 up to 235m <sup>2</sup> . 1 space per 5 staff ( or other people).
Places of assembly including cinemas, theatres, stadiums and concert halls.	4 space per 10 seats up to 1,000 seats; 1 space per 100 seats thereafter.
Places of worship/community centres/public halls	2 space per 20m <sup>2</sup> of seating/assembly floor space
Libraries	1 space per 200m <sup>2</sup> .
Medical clinics/dentists	1 space per treatment room plus 1 space per 5 staff or other people.
Hospitals	1 space per 5 staff or other people
Public sports facilities	1 space per 5 staff (or other people) plus additional provision to be determined on its merits with the following guideline; 1 space per 105 m <sup>2</sup> . In the TDAs, additional provision should be increased to 1:55 m <sup>2</sup> and in the TCA to 1:35 m <sup>2</sup> .
Primary/junior schools	1 space per 10 pupils. Plus 1 space per 3 staff (or other people).
Secondary/senior schools	1 space per 2 pupils. Plus 1 space per 3 staff (or other people).
Non-residential higher/further education	1 space per 2 students (based on anticipated peak number of students on-site at any one time). Plus 1 space per 5 staff.
Other developments	To be treated on their individual merits, guided by the general principle of 1 space per 5 people.

Cycle parking provision should be made on the site. If there is a shortfall of on-site parking provision, a contribution may be sought towards off-site cycle parking or associated facilities, based on the standards set out in this appendix.

These standards acknowledge rights of permitted development and changes of use, particularly from B2 and B8 uses to B1 business use. The standards will be applied to ensure that there would be

adequate provision if permitted development were carried out, unless applicants are willing to accept a condition restricting their permitted developments rights in this respect.

The reference to staff should be taken to mean the peak number of staff expected to be onsite at any one time, whether part-time or full-time.

The standards are intended as minimum standards for new development and where appropriate, change of use. One space means that one bicycle can be secured. A bike stand for example Sheffield style stand, can provide two cycle-parking spaces.

Cycle parking should be future proofed to ensure that the infrastructure to support the charging of electric bikes is supported.

#### **7.4 - Shower and comfort facilities provision**

The City Council will seek the provision of shower, changing and locker facilities in commercial developments on the following basis:

Office (B1)	1 shower per 500 m <sup>2</sup> up to 1,000 m <sup>2</sup> . 1 shower per 4,000 m <sup>2</sup> thereafter.
Warehousing (B8) and Retail warehouses (A1)	1 shower per 5,000 m <sup>2</sup> up to 10,000 m <sup>2</sup> . 1 shower per 8,000 m <sup>2</sup> thereafter.
Other	1 shower per 2,500 m <sup>2</sup> up to 10,000m <sup>2</sup> . 1 shower per 4,000 m <sup>2</sup> thereafter.

The application of these standards will be subject to the merits of each proposal. Except where specified, all areas quoted refer to gross floor space measured externally i.e. where proposals are submitted to extend, consolidate or reconfigure an existing site, these standards may be applied to the site as a whole rather than just the additional floor space, in order to ensure adequate provision on the site.