

**APPENDIX D**  
**TABLE 1 OF 'SUSTAINABLE TRAVEL PLANS –**  
**GUIDELINES FOR DEVELOPERS'**

## Threshold

Although the requirement to produce a Travel Plan specifically to gain planning permission is influenced by the size of the proposed development, an effective Travel Plan should be considered for all workplaces for the benefit of the business and staff as detailed above.

Threshold figures are provided in Table 1 below.

In cases of extensions to existing sites a Travel Plan will be required if the extension increases the total size of the site to above the threshold figure. The thresholds are consistent with the DfT guidance for the production of Transport Assessments as published in 2007. This guidance can be found at <http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>. A Travel Plan should reflect the travel outcomes estimated in the Transport Assessment for the development.

Land Use	Use/description of development	Threshold above which a Travel Plan is required (Gross Floor Area, unless otherwise stated)
A1 Food retail	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores	800 sq. m
A1 Non-food retail	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafes.	1500 sq. m
A2 Financial and professional services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	2500 sq. m
A3 Restaurants and cafes	Restaurants and cafes – use for the sale of food for consumption on the premises, excludes internet cafes (now A1).	2500 sq. m
A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment.	600 sq. m
A5 Hot food takeaway	Use for the sale of hot for consumption on or off the premises.	500 sq. m
B1 Business	Offices other than in use within Class A2 (financial and professional services) Research and development – laboratories, studios Light industry	2500 sq. m
B2 General industrial	General industry (other than classified as in B1), The former ‘special industrial’ use classes, B3 – B7, are now all encompassed in the B2 use class.	4000 sq. m
B8 Storage or distribution	Storage or distribution centres –wholesale warehouses, distribution centres and repositories.	5000 sq. m
C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if ‘no significant element of care’ is provided,	100 bedrooms
C2 Residential institutions – hospitals,	Used for the provision of the residential accommodation and care to people in need of care	50 beds

nursing homes		
C2 Residential institutions – residential education	Boarding schools and training centres.	150 students
C2 Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	400 residents
C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group, homes for disabled people living together in the community.	80 units
D1 Schools, Colleges and Universities	Educational establishments for young people and adults	All developments
D1 Other Non-residential institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant’s or doctor’s house), museums, public libraries, art galleries, exhibition halls, training centres, places of worship, religious instruction and church halls.	1000 sq. m
D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming bath, skating rinks, gymnasiums, bingo halls and casinos. Other indoor or outdoor sports and leisure uses not involving motorised vehicles or firearms.	1500 sq. m
Others	For example: stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and display of motor vehicles, nightclubs, theatres, hostels, builders’ yards, garden centres, Post Offices, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	Pre-application discussion required to determine if a Travel Plan is required

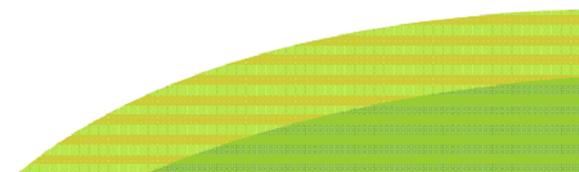
**Table 1**

These thresholds should be seen as guidance only as in some cases Travel Plans may also be requested for developments that have not reached the threshold. Travel Plans may be required for developments where significant amounts of travel will be generated in an area of or near to an area with a particular environmental problem or congestion. These could be for example:

- Air Quality Management Areas
- protected habitats
- areas covered by local initiatives or targets as set out in the Local Development or Transport Plan such as for promoting cycling or public transport

All Travel Plans, requested for sites meeting the thresholds or for other reasons will be subject to the same fees.

The production of an approved Travel Plan will not automatically ensure that a proposed development will be permitted if it is not acceptable to the planning authorities.



**APPENDIX E**  
**STAFF TRAVEL TO WORK SURVEY QUESTIONNAIRE**

## STAFF TRAVEL TO WORK QUESTIONNAIRE

The following survey has been prepared in order to establish staff travel patterns to and from your place of work.

Your assistance in completing this form will help us understand existing travel patterns and improve people's journey to work.

1) **Name:** .....

2) **Gender of participant:** Male / Female

3) **Where does/will your journey to work normally start (post code)?**

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4) **Do you have a disability that affects your travel arrangements?** Yes / No

5) **Age of participant (tick appropriate box)**

Under 25

25 – 34

35-44

45 – 54

55 or over


6) **How do you currently travel or intend to travel to work?**

Drive alone

Share a car with another employee / family member / friend

Dropped off / picked up by car

By bus

By train

Cycle

Motorcycle

Walk

Taxi

Other (please state)


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**7) Which of the following (if any) do you/will you occasionally use instead of your usual form of transport to work?**

Drive alone

Share a car with another employee / family member / friend

Dropped off / picked up by car

By bus

By train

Cycle

Motorcycle

Walk

Taxi

None


**8) How far is your journey to work in miles (approximate distance)?**

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**9) How many minutes does your journey to work usually take you?**

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**10) What time do you usually arrive at work?**

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**11) What time do you usually leave work?**

.....

**12) Which of the following measures (if any) would improve your journey or encourage you to travel to work by more 'sustainable' methods? Please tick any options that apply.**

**CYCLING**

Discount or loans for bike and accessories

Bicycle Users Group

Covered secure cycle parking

Lift home in an emergency

Safer and better lit cycle routes

Other, please state


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**PUBLIC TRANSPORT**

- Discounted ticket purchase
- Loan for purchasing season ticket
- More direct bus / train facilities
- More frequent bus / train services
- Lift home in an emergency or illness
- Other, please state


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**CAR SHARING**

- Preferential parking for car sharers
- Improved information on the availability of car sharers
- Small financial incentive for sharers
- Lift home if let down by driver
- Other, please state


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**WALKING**

- Safer and better lit pedestrian routes
- Personal alarms provided for walkers
- Lift home in an emergency or illness
- Other, please state


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**If you would like to make any further comments or suggestions about any aspect of the Travel Survey, please use the space below.**

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