

# SPoD

supplementary planning guidance

Travel Plans, Residential Travel Information Packs  
and Travel Co-ordinator



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## Supplementary planning guidance

### TRAVEL PLANS, RESIDENTIAL TRAVEL INFORMATION PACKS AND TRAVEL CO-ORDINATOR

1. The Edinburgh and Lothians Structure Plan (ELSP) Policy TRAN 5, parts a, b, and c specifies that, where new development is likely to generate a significant amount of travel, developers must submit transport assessments, travel plans and contribute to the cost of transport improvements. The Finalised West Lothian Local Plan 2005 (FWLLP05) Policy TRAN 5 requires travel plans to be submitted in support of major development. Policy TRAN 6 requires developers to contribute towards the appointment of a Travel Co-ordinator.
2. The purpose of this supplementary planning guidance is to inform developers of the requirements to promote sustainable travel and to provide developer contributions to fund a Travel Co-ordinator; it applies to all new developments as well as change of use.
3. This guidance supplements the local plan and sets out developers' requirements to promote sustainable travel through residential information packs for housing developments and staff travel plans for employment developments. This approach is consistent with *Scottish Planning Policy 17 Planning for Transport*. Developers will also be required to provide contributions towards the cost of funding a Travel Co-ordinator or Sustainable Travel Officer. The contributions are to be secured through a Section 75 (or Section 69) agreement. The agreement will need to be concluded before planning permission can be granted. It is likely that developers will need to contribute to the cost of preparing legal agreements if delays are to be avoided. The key principles are consistent with *SODD Circular 12/1996 Planning Agreements*, which sets out the Scottish Executive's current guidance on developer contributions.
4. The FWLLP includes proposals for some 25,000 houses (of which approximately 10,000 have outline planning consent) and 638 hectares of employment land. Unrestrained, this scale of development will have significant effects of adding to congestion on the local transport network and have an adverse effect on the environment and health.
5. Travel planning can help to mitigate the adverse effects of less sustainable travel through the promotion of better use of the most sustainable modes of transport. Any reduction in travel, or improvement in the mode of travel, benefits the West Lothian transport network and the environment. Travel planning can play a part in increasing the efficiency of the local transport network.
6. A staff resource is required to assess the sustainable travel issues for new developments. A Travel Co-ordinator (TC) is required to consider travel plans and sustainable travel issues in transport assessments (or transport statements) submitted in support of planning applications. The staff resource is necessary to facilitate the FWLLP proposals, is to be dedicated solely to sustainable travel issues arising from new development and is to be funded through developer contributions.
7. Residential developments will be required to produce a *Sustainable Travel Information Pack* (IP) to be provided in each new home. The contents of the pack will be site specific and should be integrated with wider information on local amenities and services. The pack is to be produced by the developer and requires council approval as part of planning consent. The council's TC will specify the requirements for the contents of the pack on a case-by-case basis.

8. Residential developments will contribute towards the cost of funding the TC through a contribution per dwelling. The contribution will apply to residential developments of 10 dwellings or more throughout West Lothian. The contribution may be waived for car-free housing developments. In all cases there will be a requirement for an information pack.

9. Employment developments will be required to submit a *Staff Travel Plan* (TP) as part of a transport assessment (or transport statement) in support of their planning application. Exemptions will be made for small developments, which do not require a transport assessment or transport statement. Developers should contact the council at the pre application stage to seek guidance on the contents of the travel plan and the requirements for a transport assessment or transport statement.

10. Employment developments will be required to contribute towards the funding of the TC through a one off payment when planning permission is granted. The level of contribution will be appropriate for the scale of development. Table 1 indicates the development types and the requirement for a travel plan or information pack together with the level of developer contribution required.

**Table 1: Class Use, Information Types and Contribution Levels**

<b>Class Use Travel Plan (TP)</b>	<b>Information Pack (IP)</b>	<b>TPC Contribution</b>
Residential <10 dwellings	IP	No
Residential 10 or more dwellings	IP and TP	£20 per dwelling
Business (Use Class 4)	TP	£30 per 100m <sup>2</sup> GFA or £700 per hectare of site area (the lower of the GFA and site area calculated sum)
Industrial (Use Class 5)	TP	£30 per 100m <sup>2</sup> GFA or £700 per hectare of site area (the lower of the GFA and site area calculated sum)
Storage and distribution (Use Class 6)	TP	£30 per 100m <sup>2</sup> GFA or £700 per hectare of site area (the lower of the GFA and site area calculated sum)

11. The contribution required by employment developments will be the lower of the two methods of calculation. The council will monitor the level of contribution and revise if appropriate.

12. The IP and TP should include information on the location of local services and amenities and provide information of the options for travel to and from the development. The IP and TP should emphasise the need to travel by the most sustainable practical mode. Priority should be given to the modes in the following sustainable travel hierarchy:

- (i) Fuel free modes: walking and cycling
- (ii) Fuel efficient modes: public transport
- (iii) Efficient use: car sharing
- (iv) Most polluting: single occupancy car

13. For residential developments, planning permission will be conditional on the submission of an acceptable IP. The TC will work closely with developers to provide advice on the requirements. Developers will be required to regularly monitor and revise IP and TP.

The council will review this supplementary planning guidance if circumstances change.

14. For further information on developer contributions towards the cost of preparing legal agreements, see separate supplementary planning guidance: *A partnership approach to deliver the infrastructure required to support the development strategy contained in the West Lothian Local Plan*. A copy of this can be obtained from Colin Miller, Development Plan Manager.



For further information or advice please contact

*For planning enquiries:*

Colin Miller  
Development Planning Manager  
West Lothian Council  
County Buildings  
Linlithgow EH49 7EZ

*Telephone:* 01506 775216

*Email:* colin.miller@westlothian.gov.uk

*For all transportation enquiries:*

Jim Stewart  
Team Leader / Development Planning  
West Lothian Council  
County Buildings  
Linlithgow EH49 7EZ

*Telephone:* 01506 775295

*Email:* jim.stewart@westlothian.gov.uk

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