

Transport Assessment Requirements



January 2024

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January 2024
Cambridgeshire County Council**

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[Cover Photo: Eddington Avenue, University of Cambridge Eddington Development, Cambridge.](#)

1. The Planning Application Process

- To secure consent for a development, the developer must gain planning approval from the Local Planning Authority (LPA) - the relevant District/City Council. As set out later within this document, for many planning applications a TA/TS is required.
- The LPA case officer can recommend to refuse planning permission if the development, and indeed its transport impacts are considered to be contrary to the Local Plan, National Planning Policy Framework (NPPF), or otherwise contrary to good strategic planning.
- The County Council is the Local Highway Authority and is a statutory consultee as part of the planning application process. The Local Highway Authority includes the Transport Assessment and Highway Development Management teams, the roles of which are outlined in the table below:

Transport Assessment Team	Highways Development Management
Review TA, TS and Travel Plan documents submitted, assessing the transport impact of the proposed development in terms of its effect on the capacity of the surrounding highway network and providing transport planning advice	As statutory consultee to the planning process, provide comments and recommendations to Local and County Planning Authorities in relation to the highway safety aspects of development proposals.
Review and agree baseline traffic survey data submitted	Negotiate and agree new development road proposals for adoption under Section 37/ 38 of the Highways Act 1980.
Review and agree Trip Generation figures, Trip Distribution and Assignment methodology, and baseline and future Traffic Flow diagrams submitted	Pursuant to the grant of planning permission, agree the technical details of highway improvement proposals as part of Section 278 of the Highways Act 1980.
Review and agree Transport Modelling data and outputs submitted	Oversee the implementation and adoption of new estate roads and associated highway infrastructure.
Negotiate and secure transport mitigation by planning condition i.e. Travel Plan documents	Negotiate Commuted sums in relation to CCC adopted Commuted Sum Policy 2023.
Negotiate and agree highway mitigation proposals as part of Section 278 of the Highways Act 1980	Liaise with internal specialist teams regarding development related TRO's, highway extents, parking enforcement, structures, Road Safety Audit, signals.
Negotiate and secure S106 funding for mitigation measures secured as part of the proposals	Review Construction Management Plan (CMP) documents required as part of any planning submission.

- The County Council TA Team will review the TA/TS within the consultation period, consulting internal departments (highways, public transport, cycling, strategy etc.) and make an initial recommendation to the LPA case officer dealing with the application. CCC's recommendation will consider:
 - Does the TA meet all our requirements, as summarised in this note?
 - Is the methodology sound, and the content comprehensive?
 - Do the transport networks for all modes have capacity, quality, connectivity, and safety to accommodate the development?
 - Is the proposed mitigation comprehensive and effective?
 - Are the transport impacts severe?
- If the TA/TS has deficits, CCC may request additional information and may place a holding objection until sufficient evidence is provided that means we are satisfied with the TA/TS.

Note: The County Council officer comments will be provided on an impartial basis and based on the specific requirements of the NPPF - i.e. to mitigate severe impacts of the development; and to consider interventions that promote sustainable transport modes and the development proposals meet the safety requirements in conjunction with the HDM Team as required in Paragraph 11 of the NPPF which will be determined by the type of development and its location.

In line with the NPPF, the officer comments will seek to mitigate resultant development impacts/trip intensification (not existing issues on the transport network). It should also be noted that the County Council's officer comments and requirements may change within the planning process, and this will be confirmed in response to any planning application or other consultation.

- Once CCC is satisfied with the evidence presented, we will issue a final letter to the case officer setting out our recommendation ('objection'/'no objection) and a summary of any mitigation that should be secured, either by Condition/Section 278 or Section 106.

2. Introduction and Background

- These guidelines have been produced by Cambridgeshire County Council (CCC), in consultation with the City and District Council's in Cambridgeshire, to set out requirements to applicants, developers, their agents and local authority officers on when a Transport Assessment (TA) is required and what it should contain. It also sets out what information may be required for smaller applications through a Transport Statement (TS).
- The National Planning Policy Framework (NPPF, September 2023) states that 'all developments that generate **significant amounts of movement** should be supported by a TS or TA'. For such developments, the NPPF also stipulates the requirement for a Travel Plan (TP).

Overview	
What this document does	What it doesn't do
<ul style="list-style-type: none"> ▪ Indicate when a TA or TS is required. ▪ Summarise what these documents should include, section by section. 	<ul style="list-style-type: none"> ▪ Negate the requirement for pre-app scoping advice. ▪ Document must be read in conjunction with relevant planning/transport policy documents.

3. Formal Assessment Requirements

Thresholds and Triggers

- For the purposes of this document it is considered that any development that produces any of the following will require an assessment although the exact scale of the assessment should be agreed with CCC on a site-specific basis:
 - Any development generating **30 or more two-way vehicle movements in any PEAK HOUR.**
 - Any development generating **approximately 150 live person trips per DAY.**
- It is difficult to quantify in terms of floorspace what size development will generate this number of trips, however, the following table gives an indication of where a formal assessment will generally be required:

Land Use		TS	TA
B2	General Industrial	2,500 - 4,000 sqm	>4,000 sqm
B8	Storage and Distribution	3,000 - 5,000 sqm	>5,000 sqm
C1	Hotels	75 - 100 Bedrooms	>100 Bedrooms
C2	Residential Institution: hospitals, nursing homes	30 - 50 Beds	>50 Beds
C2	Residential Institution: residential education	50 - 150 Students	>150 Students
C2	Residential Institution: institutional hostel	250 - 400 Residents	>400 Residents
C3	Dwelling houses	50 - 80 Dwellings	>80 Dwellings
E(a)	Food retail	250 - 800 sqm	> 800 sqm
E(a)	Non-food retail	800 - 1,500 sqm	>1,500 sqm
E(b)	Restaurants and cafes	300 - 2,500 sqm	>2,500 sqm
E(c)	Financial and professional services	1,000 - 2,500 sqm	>2,500 sqm
E(d)	Indoor sport, recreation, or fitness	500 - 1,500 sqm	>1,500 sqm
E(e)	Medical or health services	500 - 1,000 sqm	>1,000 sqm
E(f)	Creche, nursery, day centre (non-residential)	50 - 100 Students	>100 Students
E(g)	Business: office, R&D, light industrial process	1,500 - 2,500 sqm	>2,500 sqm
F1(a)	Provision of education (non-residential)	50- 100 Students	> 100 Students
F1(b-g)	Non-residential institutions	500 - 1,000 sqm	>1,000 sqm
F2	Local community uses	500 - 1,500 sqm	>1,500 sqm
Others/Sui Generis		To be discussed	

- These thresholds **should not be read as absolutes**. There will also be site-specific issues that assessments will need to cover. Also, in some districts, policies may also specify alternative thresholds so applicants should also consider these.

In some circumstances a TA may be appropriate for a smaller development whilst in others, a TS may be appropriate for a larger development than suggested by the thresholds. Early pre-application discussions with the County Council are therefore strongly recommended to help identify assessment method.

Outline Applications

- Applicants may wish to submit an outline application with all matters reserved for future consideration to get an 'in principle' decision. **A TA will be needed at the outline stage**, although the difficulty of determining the likely impact is acknowledged. In such cases, the TA should be undertaken on the basis of a reasonable assumed amount of development (where there are a range of likely uses for the site, the option that results in the highest number of trips should be used to ensure a robust assessment). The

outcome of the TA will remain valid so long as the proposed amount of development does not subsequently exceed the levels assessed in the TA and on the basis that background assumptions made remain reasonable.

Access Design

- **CCC recommends that access is not a reserved matter but is determined as part of the outline planning application, where it is necessary to ensure that any access can be achieved to appropriate standards and is deliverable, safe and suitable to cater for the scale and nature of the development proposed.**
- For CCC highways design requirements please refer to Highways Development specifications which can be found in the following link:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highways-development/>

4. Pre-Application Advice / Scoping

- Prospective applicants should obtain pre-application transport advice from the County Council Transport Assessment and Highway Development Management teams. Pre-application advice is considered essential by the County Council to agree the scope and methodology in advance. If CCC comments can be taken into account before the application is submitted, this can speed up the process later on.
- It is heavily advised that prospective applicants undergo the pre-application process to agree the study area, modelling, and scope of the assessment to ensure that all necessary criteria is met and any key issues identified early and dealt with prior to application submission. Agreement of the study area, survey timings, and modelling scope at the pre-application stage is essential to avoid the possibility of re-surveying and thus potential delays at a later date.
- The County Council operates a system of pre-application charging for such advice. Details can be found at the link below:

<https://www.cambridgeshire.gov.uk/business/planning-and-development/developing-new-communities/>

- The County Council offer a range of Highways and Transport pre-application advice inclusive of 'pre-application written advice', 'pre-application meeting and written advice', and 'pre-application Transport Assessment/Transport Statement review'.
- The County Council consider that the full TA review is the most beneficial and thus recommended option as it can be used to understand and address the key issues early on prior to application submission, ensuring a quicker and cost-effective application process.
- In all cases, the first stage of the production of a TA should be the scoping of what should be included. This will be guided by the pre-app discussions and should be set out in a **Scoping Note**.

Note: All pre-application advice is provided on a without prejudice basis, based on current information. If new information is released, the County Council's officer comments and requirements may change and this will be confirmed in response to any subsequent planning application, or other, consultation.

5. Transport Assessment Contents

The rest of this document sets out what Cambridgeshire County Council consider should be included within any Transport Assessment submitted.

An example trip generation template can be found at the end of this document called Appendix A.

■ BACKGROUND, DESCRIPTION AND POLICY CONTEXT

A.	Background
This section provides high level background to the proposals	
(i)	Basic background to the project
(ii)	The names of all the concerned parties and their consultants ,
(iii)	Any history relating to pre-application advice or the scoping study as well as any relevant planning history (appeals or legal issues)
(iv)	A specific reference to the Planning Application number being considered should be provided where possible, as well as details of all documents submitted as part of the TA including appendices, figures and tables.

B.	Description of Development
This section provides a clear and comprehensive account of what the applicant is proposing for the site and how this differs from previous uses. The section also describes the proposed access arrangements.	
(i)	Detailed site location plan .
(ii)	Details of existing or extant land use(s) and schedule of floor area(s) listed in sqm.
(iii)	Proposed land use(s) and schedule of proposed floor areas(s) listed in sqm.
(iv)	Description of the proposed use and operation of the development including phasing and timing of key phases, and estimated commencement and completion dates. Proposed staff, visitor, and guest numbers in addition to a description of the hours of operation and shift/occupation/visiting times (where relevant),
(v)	Description of the proposed access arrangements for all modes of transport including emergency access (with plans) together with on-site transport measures , including levels, location, and designation of cycle and car parking , and compliance with local standards . Description of delivery and servicing requirements.

C.	Planning and Transport Policy Context
This section sets out how the proposals relate to national, sub-regional and local transport and planning policy, to identify whether there is a policy/strategic-fit.	
(i)	National planning and transport policy context including reference to the NPPF (2023) and Planning Practice Guidance [PPG] (2021).
(ii)	Sub-regional planning and transport policy context.
(iii)	Local planning and transport policy context including, but not limited to: <ul style="list-style-type: none"> ▪ Local Plans ▪ Greater Cambridge Partnership (GCP) Transport Vision ▪ Cambridgeshire & Peterborough Combined Authority Local Transport Plan <ul style="list-style-type: none"> ○ Associated plans (where relevant) <ul style="list-style-type: none"> ▪ Cambridgeshire Long Term Transport Strategy ▪ Transport Strategy for Cambridge and South Cambridgeshire ▪ Market Town Transport Strategies

■ EXISTING NETWORKS AND BASELINE CONDITIONS

D.	Description of Existing Networks
This section should provide detail of the existing transport networks around the site including road, bus, rail, pedestrian and cycling links	
(i)	Site location plan should show the relationship between the site and road, public transport, pedestrian and cycle networks as appropriate including on key desire lines to/from key destinations/origins with which the development will interact. Any issues related to local cycle and car parking should also be noted and described.
Walking and Cycling	
(ii)	Identification of walk and cycle catchments (based on real available routes and not crow-fly distances) and key origins/destinations (e.g. doctors, schools, shops, public transport nodes) within these catchments. Note: Walk and cycle catchments should be measured through distance not time.
(iii)	An assessment of the existing quality, widths and safety of the local pedestrian and cycle network on key desire lines to/from the development to the above origins and destinations inclusive of the condition and location of street lighting, tactile paving, and crossing facilities etc. An assessment of surrounding Public Rights Of Way (PROW) within the vicinity of the development site.
(iv)	Indicate how the areas within the walk and cycle catchment areas compare to the work origins and destinations of the population of the local census ward.
(v)	Location and capacity of existing on-site cycle parking (where relevant).
(vi)	Pedestrian and cycle surveys and flows (where relevant).
Public Transport	
(vii)	Description of existing local public transport services (bus, coach, rail), destinations served and their frequency . The TA should include a weblink in the document to the latest passenger travel timetables to support the description of existing services.
(viii)	Analysis of bus/coach stop locations (and where relevant, rail stations) accessible to the site including facilities at those locations such as shelters, timetable information and cycle parking and any existing constraints in terms of walking to these stops.
Road and Study Area	
(ix)	<p>Identification of the proposed traffic-related study area including any key junctions on the existing road network that may be affected by traffic generated by the development. This should also include a description of the operation of the local network noting any junctions and links that experience congestion.</p> <p>Consideration should be given to any deficiencies in the local highway network, existing access arrangements, existing road layout, existing carriageway widths, and existing speed limits.</p> <p>Note: The assessment study area should be informed by the development trip distribution. Final agreement of the study area will be determined on a site-by-site basis, however, in the first instance, the assessment study area should include all junctions that will experience 30+ development trips in the peak periods. In certain instances, however, the threshold for assessment at known problem junctions may be less than this and this will be determined on a site-by-site basis.</p>
(x)	<p>Existing traffic flows into, out of, and around the site, and for the agreed junctions within the study area should be shown in traffic flow diagrams produced using traffic count survey data. All traffic surveys should be:</p> <ul style="list-style-type: none"> ▪ Undertaken in neutral months during normal traffic flow and usage conditions ▪ In non-school holiday periods ▪ In typical weather conditions ▪ Avoid roadworks and diversions (see one.network) ▪ Based on data that is no more than three years old.

	<p>CCC require queue length surveys for model calibration. Queue lengths must be surveyed on the same days as the traffic flow counts and cameras must be positioned to show the entire extent of the queueing.</p> <p>ATC survey within the vicinity of the proposed site access to provide speed data and justification for the peak periods used within the assessment.</p> <p>Note: The County Council have some traffic survey datasets available to purchase for use within the TA/Ts. Contact can be made with the County Council to enquire about the use of such data. Survey outputs should be appended to the TA. CCC reserve the right to request further traffic surveys and analysis if it is shown to be needed.</p>
(xi)	<p>The previous 60 months' accident records for the study area together with an analysis of any trends or clusters. This should be obtained from CCC's 'Cambridgeshire Insight' website via: Cambridgeshire Insight – Roads, Transport and Active Travel – Road Traffic Collision Data. Such data is available free of charge.</p> <p>Note: In instances where applications are undecided for some time and new accident data is available, CCC will request that this data is provided. We do not accept CrashMap data.</p>
E.	Baseline Conditions
<p>This section should indicate the likely future traffic flows and junction operation without the development for future assessment years. Committed developments / background growth and committed transport schemes should be considered.</p>	
(i)	<p>Identify any committed transport improvements likely to come forward during the analysis period. Noting whether these address any of the constraints identified in 'existing networks' above. This should include any planned public transport service alterations/improvements.</p>
(ii)	<p>Identify any committed developments that will impact on the study area, assumed to be:</p> <ul style="list-style-type: none"> ▪ Sites that have a planning permission ▪ Any unimplemented Local Plan allocations ▪ Sites that are 'live' in planning <p>Consider how to deal with general background traffic growth if appropriate beyond these. CCC require background growth to be added to committed developments, unless it can be demonstrated that specific committed developments are included in TEMPRO.</p> <p>Note: This will help to understand cumulative development impacts, which is a key planning consideration. CCC can provide an indication of committed developments, but the Local Planning Authority should also be contacted to confirm.</p>
(iii)	<p>Traffic flow diagrams and where appropriate junction modelling for site access and junctions within the study area for future baseline test years to establish the baseline 'without development' conditions - See (H.).</p>

▪ **TRIP GENERATION, DISTRIBUTION AND ASSIGNMENT**

F. Trip and Traffic Generation	
This section should set out the number of trips that the proposed development will result in, broken down by time, type, and purpose. The trip generation methodology should be clearly set out within this section.	
(i)	<p>Number of person trips generated (inbound and outbound) by all modes including daily and peak period totals for a 24-hour period (broken down by hour), along with their trip purpose throughout the day where appropriate.</p> <p>Note: The peak periods for analysis should be agreed with CCC officers and may include both network peaks and development peaks where these do not coincide.</p>
(ii)	<p>Number of vehicular trips generated (inbound and outbound) for the agreed peak periods and all-day. Where appropriate these vehicular trips could be sub-divided by type of vehicle.</p> <p>Note: The number of vehicle trips generated by the development proposals should either be calculated using TRICS 'Total Person' trip rates in conjunction with 2011 Census mode share data for the appropriate ward or using primary local survey data to provide a robust vehicle trip generation. 2021 Census data is not suitable as it was undertaken in the midst of the Covid pandemic so is not representative of typical travel patterns due to a number of influencing factors. TRICS outputs should be appended to the TA/TS. Sites selected within TRICS must be comparable to the site in question. CCC do not accept Ireland and Greater London sites in TRICS as they are not comparable to Cambridgeshire.</p> <p>Mode share data should be obtained from Census, or local surveys.</p> <p>Any future prediction of home working percentages must be based on robust evidence which takes into account regional factors.</p>
(iii)	<p>An explanation of the methodologies used to calculate trip generation should be provided with all underpinning evidence provided. Wherever possible first-hand survey work should be carried out with all surveys to be undertaken in neutral months.</p> <p>Note: The TRICS database may be acceptable with appropriate site selection for trip rates, although other sources or methods can be used if explained and justified using robust evidence. If evidence can be provided from multiple sources to validate the estimates of trip generation this can provide further reassurance on the robustness of the assessment.</p>
(iv)	<p>Within urban areas where there is limited highway capacity on a congested road network, the principal of a modal shift from car to other modes to enable growth will be applied. Vehicle trip generation will need to be limited where highway capacity is fixed and limited.</p> <p>Where applicable, trip caps may need to be applied to inform the timing of infrastructure delivery or to manage development impacts. These will need to be monitored to demonstrate the development is progressing in line with the forecast trip generation. Should the monitoring demonstrate that the forecast trips have exceeded the trip cap, then a financial penalty, hold on future development or a revised schedule of further transport or travel planning interventions will be included within the S106 to ensure that the trip cap is not exceeded.</p>

G. Distribution and Assignment of Trips	
This section should set out where trips will travel from and to and via what routes. This should be clearly evidenced and supported by a clear justification for the methodology used.	
(i)	Set out the distribution and assignment of trips to the network for: <ul style="list-style-type: none"> ▪ Walking and cycling trips (bearing in mind key destinations like schools) ▪ Public transport trips to the bus and rail networks ▪ Vehicular trips to the road network
(ii)	For all modes a detailed methodology and justification for the distribution / assignment should be provided. In some instances, Census data or junction turning count data may provide a good indication of existing movements in the area. In most instances the most effective resource for distribution is Census and Travel To Work data. <i>Note: In some circumstances, distribution and assignment may require the use of modelling tools - See (H.).</i>

▪ **FUTURE YEAR ASSESSMENTS**

H. Future Year Assessment	
This section should include flow diagrams and junction assessments for relevant parts of the network for the below assessment year scenarios.	
(i)	<p>Transport Impacts - Assessment Years:</p> <ul style="list-style-type: none"> ▪ A TA/TS should indicate the impact of the proposed development. This requires setting out the existing transport situation, how this situation may change in future years, and the future year with the proposed development in place. ▪ For future years, assessments should consider committed development, committed transport schemes and background growth. The latest TEMPRO software should be used to calculate future growth. ▪ CCC requires the following assessments: <p>Base Year</p> <ul style="list-style-type: none"> ▪ Base Year: The 'base year' is the year of the application. CCC requires observed evidence showing the existing conditions for the AM/PM peaks. <p>Future Year Scenarios</p> <ul style="list-style-type: none"> ▪ Development Year: The 'development year' is the year that the proposed development will be fully occupied. This includes committed development. CCC requires evidence showing the development year without development and with the development for the AM/PM peaks to understand its proportional impact i.e. Development Year Base + Committed Development with/without Development. ▪ Design Year: When considering the local network, the design year is 5 years post full occupation, when considering the strategic network, the design year is 10 years post full occupation. This includes committed development. CCC requires evidence showing the design year without development and with the development for the AM/PM peaks to understand its proportional impact i.e. Design Year Base + Committed Development with/without Development.
(ii)	<p>Flow Diagrams: Traffic flow diagrams are required for junctions within the study area and should be produced for each of the above assessment scenarios.</p> <p>Traffic flow diagrams are also required showing the development trips only and both individual and cumulative committed development traffic flows.</p>
(iii)	Junction Modelling: Requested for all junctions within the study area unless it is demonstrated to not be required.

Junction modelling should be undertaken using Junctions 10 **ARCADY** and **PICADY** software for roundabouts and priority junctions, **LinSig** software for signalled junctions. In some instances microsimulation models may be appropriate and requested.

For larger proposals, it may be necessary to model the development proposals using a SATURN based land-use/transport modelling package such as the Cambridge Sub-Regional Model (CSRМ).

CCC expects all junctions modelled with committed development and development flows to operate within theoretical capacity. This is assumed to occur when the ratio of flow to capacity (RFC) is less than or equal to 0.85 for uncontrolled junctions and 0.90 for signal controlled junctions. This includes site access junctions, as well as any junctions modelled within the study area.

Note: When entering the existing flows into Junctions 10 modelling tools, the '**DIRECT**' profile in the form of 4 x 15 minute periods should be used in order to provide the most accurate modelling results.

Note: Any modelling work submitted as part of the planning application must include **full junction modelling outputs** appended to the TA. Furthermore, CCC require a scale **topographical drawing** to be provided showing the **geometric measurements** for each of the junctions assessed in order for the models to be checked. The base models should be **calibrated using the queue length surveys**. These surveys should also be appended to the TA.

■ **ALL-MODE GAP ANALYSIS / MITIGATION**

I. Access for Pedestrians and Cyclists	
This section should set out how the proposals will overcome identified gaps in the pedestrian and cycle provision to improve the site's connectivity.	
(i)	<p>Set out the proposed on-site provision for pedestrians and cyclists and how these will link into the existing network on the surrounding road network.</p> <p>Development site layouts or future reserved matters layouts must be designed in accordance with the DfT LTN 1/20 and the Cambridgeshire Active Travel Design Guide (2023).</p> <p>https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-120</p> <p>https://www.cambridgeshire.gov.uk/asset-library/Cambridgeshire-Active-Travel-Design-Guide-March-2023.pdf</p>
(ii)	Set out the distribution and assignment of walking and cycling trips to the offsite networks (bearing in mind the key origins and destinations set out in 'existing conditions' above).
(iii)	Identify those areas / locations on the pedestrian and cycle networks where there are barriers or inadequate provision (this could be based on safety, capacity, and standards) which will be impacted by trips to and from the proposed development.
(iv)	<p>Public Rights of Way (PROW) within the site vicinity should be identified and any enhancements to the PROW network set out within the TA. Any alterations or upgrades to the PROW network will need to adhere to CCC's guidelines for authorising changes to the surface of public rights of way. Rights of way - Cambridgeshire County Council. Further information can be found in the County Council's Public Rights of Way Guidance for Planners and Developers (cambridgeshire.gov.uk). To view the new process please see Appendix T of the County Council's Highway Operational Standards April 2023 (cambridgeshire.gov.uk).</p> <p>For queries and advice on PROWs please contact: HighwaysAssetManagement@cambridgeshire.gov.uk</p>
(v)	Applicants are required to fill in the checklist located within Appendix 1 of the Active Travel Toolkit (Include weblink to toolkit when it comes out). The completed checklist should be appended to the TA or TS. The Active Travel Toolkit is designed to ensure active travel is being considered for all new developments.
(vi)	<p>Identify mitigation required to provide a satisfactory level of pedestrian and cyclist provision including:</p> <p>Physical infrastructure proposals:</p> <ul style="list-style-type: none"> ■ New and extended walkways and cycleways ■ Enhanced crossing facilities ■ Widened walkways/cycleways <p>Note: As a rule, pedestrian and cycling improvements should be delivered directly by the developer through a S278 agreement, and conditioned as such, in accordance with a specification to be approved by CCC. Mitigation proposals will require a safety audit where relevant i.e. for a pedestrian island crossing.</p>

J.	Public Transport Accessibility
This section should set out how the proposals will facilitate public transport use and how any existing gaps and barriers will be overcome.	
(i)	Provide information on how the development is or can be served by public transport (bus, coach, rail, and community transport) based on the likely origins and destinations of trips.
(ii)	Set out any proposed on-site public transport provision including physical facilities such as bus stops together with the proposed routing of any buses proposed to enter the site.
(iii)	<p>Identify mitigation required to provide a satisfactory level of public transport provision including:</p> <p>Physical infrastructure proposals:</p> <ul style="list-style-type: none"> ▪ Bus stop location and shelter enhancements. The preferred shelters are Trueform, Metro, Neo or Flight and GW Shelter Solutions Arun shelters. ▪ Real time passenger information <p>Please see the Highways Development Management General Principles for Development (2023) document for requirements on bus stop layouts: https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highways-development/</p> <p>Proposed service enhancements:</p> <ul style="list-style-type: none"> ▪ New bus service ▪ Extension of existing service route ▪ Extension of existing service frequency ▪ Extension of existing service hours of operation <p>Note: Any proposals for bus ‘pump priming’ should be supported by evidence including a service viability assessment, and an indication of the operators’ commitment/agreement to delivering the necessary improvements. CCC require a £10,000 contribution per shelter for bus shelter maintenance. Approval from the local Parish or Town Council is needed to take on shelter maintenance with the funding. The installation and maintenance of Bus Shelters and Real Time Passenger Information (RTPI) is typically secured as a S106 obligation with an installation and maintenance cost of £17,000 per RTPI unit.</p>
K.	Site Access and the Study Area Road Network
This section should assess the ability of the highway network to accommodate the proposed development and set out the mitigation that is proposed to overcome identified barriers.	
(i)	<p>A comparison should be undertaken between the junction capacity outputs to detail how the junctions/links operate currently, how they operate under baseline conditions with committed developments (see E.), and with development (see H.), in order to understand the cumulative impact of growth and development on the operation of the highway network.</p> <p>Geometry assumptions, measurement points and all model runs must be provided with the application. Models should include queue length surveys. If modelling is not undertaken, a justification will be required based on the development impacts.</p>
(ii)	<p>Where a development-related impact is identified, mitigation measures should be proposed that seek to ensure that the impact of development is not severe.</p> <p>Physical infrastructure proposals:</p> <ul style="list-style-type: none"> ▪ Measures to improve conditions for non-car modes to encourage the transfer of car trips onto active travel and public transport options. ▪ Contributions to known schemes that will improve conditions for non car modes to encourage the transfer of car trips onto active travel and public transport. ▪ Highway / junction improvements ▪ Traffic calming measures <p>Note: Mitigation proposals will require CCC approval and may require a safety audit to be undertaken by CCC. Where Stage 1 safety audits are required, these will need</p>

	to be concluded prior to determination of the application and will not be accepted as a planning condition.
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L.	Access for All
This section should set out how the proposals will facilitate movement for all, overcoming any barriers for the mobility impaired.	
(i)	Where appropriate, if there are any particular issues related to the mobility impaired or equestrians, these should be identified.
(ii)	The applicant should propose appropriate measures to address any barriers and constraints together with proposed trigger points for implementation.

■ **MITIGATION SUMMARY**

M.	Proposed Mitigation
This section should clearly set out the mitigation package proposed, to subsequently be secured through planning conditions and Section 106.	
(i)	<p>The TA should clearly summarise the proposed package of mitigation measures. This section should include:</p> <ul style="list-style-type: none"> ▪ Detail of the proposed mitigation including detail of the design, safety audit and cost. ▪ Benefits of the mitigation. ▪ Confirmation that the mitigation is deliverable and CIL compliant. ▪ Trigger point at which the mitigation will be provided. <p>Measures will normally be secured through a Planning Condition and/or Planning Obligation. Applicants should note that, under most circumstances, CCC require works in the public highway to be undertaken by the applicant through the S278 agreements for the site, however, if there is a scheme which has a reasonable chance of progression, we would seek contributions towards strategic transport infrastructure that trips from the development would use.</p> <p><i>The Highways Development Management document 'General Principles for Development' (2023) for requirements and associated development related transport interventions should be noted by the applicant to see what mitigation may need to be required.</i></p> <p><i>Note: Where Stage 1 safety audits are required, these will need to be concluded prior to determination of the application and will not be accepted as a planning condition.</i></p>

6. Travel Plans / Travel Welcome Packs

- In Cambridgeshire, a Travel Plan (TP) is expected for planning application sites over 200 dwellings or equivalent to over 2,000sqm of E(g) employment space. Travel Plans should be submitted to include Travel Welcome Packs and three times flexi 10 bus travel tickets or active travel vouchers. For smaller developments of under 200 dwellings or equivalent to under 2,000sqm of E(g) employment space, Travel Welcome Packs with flexi 10 bus travel tickets or active travel vouchers are required.
- Any Travel Plan should include details of the following:
 - Proposed Development
 - Policy
 - Site Assessment
 - Baseline Modal Split (indicative baseline mode split until first baseline survey is completed)
 - Objectives
 - Targets
 - TP Coordinator
 - Measures
 - Travel Welcome Pack - inclusive of bus or active travel voucher.
 - Monitoring
 - Funding
- Travel Welcome Packs should contain the following:
 - Map of the local area and facilities like shops, doctors, schools, library
 - Details of walking routes and related websites
 - Details of cycle routes, cycle training, and related websites
 - Details of nearest bus stops, routes, timetables, and related websites
 - Details of how to get to the nearest train station, timetables and related websites
 - Details of journey times to key destinations for each mode of travel
 - Details of car sharing, car clubs, car hire, local taxi companies, local community transport, and related websites
 - Incentives inclusive of bus or active travel vouchers
 - Key contact numbers and websites for reference
- Travel Plan monitoring is to be undertaken by the Travel Plan coordinator.
- If desired, Smart Journeys offer a Travel Plan coordinator service to assist developers in implementing and promoting sustainable travel. Smart Journeys are a not-for-profit commercial enterprise and are part of the County Council. CCC advise the applicant contact Smart Journeys through info@smartjourneys.co.uk to obtain further advice and guidelines on what to include within a Travel Plan and to assist with developing a suitable measure package. Smart Journeys webpage can be accessed via: <https://smartjourneys.co.uk/>.
- For school applications, it is recommended the applicant contact our Road Safety Education Team through road.safety@cambridgeshire.gov.uk to obtain further advice and guidelines on what to include within a School Travel Plan, and to discuss signing up to the Modeshift STARS programme for School Travel Plans.
- The NPPF defines a Travel Plan as 'a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is regularly reviewed'.

Note: Some of the District Councils in Cambridgeshire may have lower thresholds for when a Travel Plan is required and therefore applicants should consult the relevant planning documents to ensure compliance.

- The exact level of Travel Plan required should be agreed with CCC on a site-by-site basis. **A draft Travel Plan should be submitted alongside the TA, in order that it can be taken into account when assessing the transport impact.**
- The final agreement to, the final detail of, and the implementation of the Travel Plan or Travel Welcome Packs would normally be **secured through either a S106 agreement or via Condition.**

7. Contacts

<p>Transport Assessment Team - To discuss the requirements of a TA in more detail, please contact the following in the first instance:</p>	<p>Highway Development Management - To discuss the proposed highway detailed design and CMP in more detail, please contact the following in the first instance:</p>
<ul style="list-style-type: none"> ○ General queries and initial advice: <ul style="list-style-type: none"> • Transport Assessment Team TA.Officers@cambridgeshire.gov.uk 	<ul style="list-style-type: none"> ○ General queries and initial advice: <ul style="list-style-type: none"> • Highway Development Team HighwaysDevelopment.Management@cambridgeshire.gov.uk

8. Appendix A

Trip Generation Tables Templates Planning

The Following Section includes a TRIP Generation Template that the applicant may use in their Transport Assessment.

DEVELOPMENT TRIPS

TRIP Rate Methodology: Provide a short description of the methodology to calculate trip rates.

TRIP RATES

Land Use (include measurement)	Mode	AM PEAK HOUR			PM PEAK HOUR			DAILY		
		Arrive	Depart	Total	Arrive	Depart	Total	Arrive	Depart	Total
<i>e.g. C1 Dwellings (Per Dwelling)</i>	All									
	Car									
	Bus									
	Rail									
	Walk									
	Cycle									
<i>e.g. B1 Office (Per 100m²)</i>	All									
	Car									
	Bus									
	Rail									
	Walk									
	Cycle									
	All									
	Car									
	Bus									
	Rail									
	Walk									
	Cycle									

TRIP NUMBERS

Land Use (include measurement)	Mode	AM PEAK HOUR			PM PEAK HOUR			DAILY		
		Arrive	Depart	Total	Arrive	Depart	Total	Arrive	Depart	Total
<i>e.g. C1 Dwellings (Per Dwelling)</i>	All									
	Car									
	Bus									
	Rail									
	Walk									
	Cycle									
<i>e.g. B1 Office (Per 100m²)</i>	All									
	Car									
	Bus									
	Rail									
	Walk									
	Cycle									
	All									
	Car									
	Bus									
	Rail									
	Walk									
	Cycle									