Transport Assessment Guidelines

Introduction

A Transport Assessment provides detailed information on the likely transport impact of a proposed development and is submitted in support of a planning application. Planning Policy Guidance note 13: Transport (PPG13) states “where developments will have significant transport implications, Transport Assessments should be prepared and submitted alongside the relevant planning applications for development.”

This document has been produced in partnership by Cambridgeshire County Council and the city and district councils in Cambridgeshire, in order to provide guidance to applicants, developers, their agents and local authority officers on when a Transport Assessment (TA) is required and what it should contain. It also gives guidance on what information may be required for smaller applications, which may not require a full TA.

The Cambridgeshire & Peterborough Structure Plan and the Cambridge Local Plan, along with Supplementary Planning Guidance, set out the transport requirements for new developments in the City. This document should be read in conjunction with all relevant adopted policies.

Prior to submitting any planning application for a development that may have a transport impact, you are strongly advised to contact a transport officer to discuss what level of information may be required.

If a TA concludes that a development proposal would not meet policy requirements it should describe how these will be met by the implementation of suitable measures. The findings of studies such as the A14 Multi Modal Study and other relevant documents should be referenced where appropriate.

When a formal TA is required

PPG13 states that ‘where developments will have significant transport implications, Transport Assessments should be prepared and submitted alongside the relevant planning applications for development’. What constitutes a ‘significant transport implication’ can vary depending on the location, scale and nature of the proposed development. For the purposes of this guidance it is considered that any development that produces a net increase of approximately 500 person trips all modes per day will require a TA.

It is difficult to quantify in terms of floorspace what size development will generate this number of new trips, for the reasons already outlined. However, the following table gives an indication of where a Transport Assessment will generally be required:
Other circumstances where a TA will also be required include if there are more than 100 vehicles visiting the site in any one hour; if there are more than 20 HGV vehicles visiting the site in any one day; or, if HGV vehicles are accessing the site between the hours of midnight and 6am.

There may be situations where a development falls below the thresholds set out in the guidelines above, but a TA may still be required, e.g. in areas of limited parking or high traffic congestion, or due to highway safety considerations. It is strongly recommended that early advice be sought from a transport officer as to whether a planning application will require a TA.

**Smaller developments**

Developments below the thresholds given may still need to address particular localised transport issues. In such cases, a ‘Transport Statement’ may be more appropriate than a full TA and can address specific concerns that the Planning and Highway authorities may have. Applicants may wish to contact a transport officer at an early stage to discuss what will be required.

In Cambridge, even smaller developments will need to make an assessment of the number of all-mode trips likely to be generated by the proposed use, and of the existing use for redevelopments or changes of use. This is to enable officers to establish whether the application will be liable for transport contributions under the relevant adopted policies and S106 strategies.

**Outline applications**

Applicants may wish to submit an outline application with all matters reserved for future consideration, in order to get an ‘in principle’ decision. A Transport Assessment will still 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. The outcome of the TA will remain valid so long as the proposed amount of development does not subsequently exceed this.

The planning authority may then limit the development to the amount assumed in the original TA, unless it can be satisfied that a higher density will be acceptable in transport terms. This would require the submission of

<table>
<thead>
<tr>
<th>Use</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail</td>
<td>1,000 sqm</td>
</tr>
<tr>
<td>B1, B2 and B8 Office, light industry and warehousing</td>
<td>2,500 sqm</td>
</tr>
<tr>
<td>Hotels</td>
<td>50 rooms and all with ancillary facilities</td>
</tr>
<tr>
<td>Residential Homes/Student Rooms</td>
<td>100 bedrooms</td>
</tr>
<tr>
<td>Residential Dwellings</td>
<td>50 dwellings</td>
</tr>
<tr>
<td>Leisure</td>
<td>All</td>
</tr>
<tr>
<td>Healthcare and Education</td>
<td>2,500 sqm</td>
</tr>
</tbody>
</table>

*For other uses, please contact a transport officer*
additional transport information. It should be noted that the TA is not the only mechanism used to determine the acceptable amount of development on a particular site. Other design issues may influence this figure and hence the density of development may change at the detailed design stage.

**Travel Plans**
A Travel Plan will normally be expected for any non-residential applications where a TA is required. However, sometimes it may be necessary to submit a Travel Plan but not a TA, for example when it “would help to address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.” (PPG13): para 89-4).

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 implementation of the Travel Plan would normally be secured through a S106. Further guidance on producing Travel Plans is available in a separate document, please contact transport officers for further details.

**TA Contents**
A TA may contain the following information. You should contact a transport officer to agree which elements below should be included.

1. **Description of development**
   (i) Detailed site location plan.
   (ii) Existing land use(s) and schedule of floor area(s).
   (iii) Proposed land use(s) and schedule of proposed floor areas(s).

2. **Description of existing networks**
   (i) Site location plan should show the relationship between the site and road, public transport, pedestrian and cycle networks as appropriate.
   (ii) Existing traffic flows into, out of and around the site.
   (iii) The previous 3 years’ accident record.
   (iv) Identification of any critical junctions on the existing road network that may be affected by traffic generated by the development.
   (v) Details of any proposed new junctions with the existing highway network.

3. **Public transport accessibility**
   (i) Description of the site in terms of existing local public transport services, destinations served and their frequency.
   (ii) Analysis of bus stop locations within or adjacent to the site.
   (iii) Information on how buses may circulate within the site.

4. **Access for pedestrians and cyclists**
   (i) Assessment of the capacity, standard and safety of the local pedestrian and cycle network with descriptions of how they may be affected by the development.

5. **Access for those with mobility problems**
   (i) Description of the measures to be included in the site to facilitate access for the mobility impaired, including information on physical
design features, location of designated car parking and site access for community transport services.

6. **Trip and traffic generation**
   (i) Number of person trips generated by all modes, their trip purpose throughout the day.
   (ii) Number of vehicular trips generated, and their trip purpose throughout the day. An explanation of the methodologies used to calculate the trip estimation and assignment should be provided. Wherever possible first-hand survey work should be carried out. Use of the TRICS database may be appropriate, although other sources or methods can be used if explained and justified.
   (iii) Evidence of trips associated with any existing use.

7. **Assignment of trips**
   (i) Assignment of vehicular trips to the road network.
   (ii) Assignment of public transport trips to the bus and rail networks.
   (iii) Assignment cycling and walking trips to the network (bearing in mind special destinations such as schools and shops).
   (iv) Detailed justification for the assignment methodology used.

8. **Site access, surrounding road network and site locality**
   (i) Analysis of access junction(s) design using appropriate software such as PICADY, ARCADY, LINSIG and TRANSYT.
   (ii) Detailed SATURN or Paramics modelling may be required to assess the impact of traffic generated by the site on the surrounding highway network. This may require comprehensive work over a wider area and is dependent on the scale of the proposed development.
   (iii) For larger proposals, it may be necessary to model the development proposals using a detailed land-use/transport modelling package.

9. **Parking and deliveries**
   (i) Description of the number, location and designation of on-site parking spaces.
   (ii) Adequacy of number of on-site parking spaces compared to cumulative demand
   (iii) On-site arrangements for loading / unloading of cumulative demand
   (iv) Details of any gate management / security arrangements to ensure no vehicle queuing at entrance would affect the public highway and/or compromise access to any on-site drop off / collection point.

9. **Measures to mitigate impacts**

The County and District Councils require developments to contribute to achieving a more sustainable environment, by ameliorating increases in transport demand. Developers will therefore be required to encourage and develop the use of sustainable modes of transport in line with relevant local and national policies. Measures will normally be secured through a Planning Obligation and/or Planning Condition.

Contact details
To discuss the requirements of a TA in more detail, please contact the Transport Assessment Manager on 01223 699939.

Further information on the Cambridge City Council Planning Obligations Strategy Supplementary Planning Document can be found at http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/planning-obligations-strategy-spd.en