Camden Planning Guidance

Transport

January 2021

Camden

CONTENTS

1	**Introduction** – What is Camden Planning Guidance?	4
	What does this guidance cover?	4
2	**Assessing Transport Impact**	6
	When does this apply?	6
	How should Transport Assessments be prepared?	7
	What should the Transport Assessment include?	7
	What should the Transport Assessment achieve?	8
	What is required to make a development acceptable?	9
	Financial contributions for walking, cycling and public realm improvements	10
	Financial contributions for highways works	10
	Financial contributions for other mitigation measures	12
	Construction Management Plans	12
	Travel Plans, Car Parking Management and Reduction Plans and Delivery and Servicing Plans	13
3	**Travel Plans**	15
	When does this apply?	15
	What are Travel Plans	16
	Workplace Travel Plans	17
	School Travel Plans	17
	Residential Travel Plans	19
	Other Travel Plans	20
	Monitoring and Measures Financial Contribution	20
	How should a Travel Plan be structured?	20
	What background information should be provided?	21
	What sort of measures are expected?	22
	Objectives and Travel Plan Targets	23
	Travel Plan Management	24
	Action Plan	24
	Monitoring and Review of the Travel Plan	25
4	**Delivery and Servicing Plans**	26
	When does this guidance apply?	26
	How are Delivery and Servicing Plans secured?	27
	Aims of Delivery and Servicing Plans	27
	Location of loading facilities	28
	Delivery timing	28
	Routing for Heavy Goods Vehicles	29
	Vehicle type and vehicle control measures	29
	Freight consolidation	30
	Other control measures	31
	Specific considerations according to land use	31
	Monitoring	33
	Design of loading facilities for waste collection	34
5	**Parking and car-free development**	35
	What is car-free development?	35
	When will the Council seek car-free development?	36
	Redevelopments and parking provision for existing occupiers	37
	Disabled parking provision	38
	Essential parking provision for non-residential developments	39
	Electric vehicles	40
	Car-free planning obligations in legal agreements	40
	Parking at schools	40
	Refuge and recycling facilities	41

	Redevelopments on car parks in town centres	41
6	**Car Parking Management and Reduction**	43
	When does this apply?	43
	Car Parking Management and Reduction Plans	44
	When to submit a Car Parking Management and Reduction Plan?	45
	Dimensions and layout of car parking spaces	46
	Disabled parking	46
	On-site Vehicular Access	47
	Electric Vehicle Charging Points	47
	Repurposing and Redevelopment of Existing Car Parking	48
7	**Vehicular Access and Crossovers**	49
	When does this apply?	49
	How should vehicle access be provided?	50
	Impact on the highway network and on-street parking conditions	51
	Visibility and sightlines for emerging vehicles	51
	Layouts and dimensions for footway crossovers	51
	Level plans	52
	Preventing waiting on the highway: controlled access points, lifts and ramps	52
8	**Cycling Facilities**	54
	When does this apply?	55
	How do we implement our cycle parking standards?	55
	Accessible cycle parking for non-standard cycles	56
	Where should the facilities be located?	57
	Design and layout of Facilities	60
	Bike hangars	64
	Folding bicycles	65
	Cycle hire schemes	65
	Door widths and automated openings	65
9	**Pedestrian and Cycle Movement**	67
	When does this apply?	67
	The design and layout of streets and public spaces	67
	Pedestrian and Cycle Permeability	69
	Lighting, signage and street furniture	70
	Tables and chairs	71
	Security	71
	Pedestrian wayfinding signage	71
10	**Petrol Stations**	73
	Appendix A – Thresholds for Transport Assessments and Transport Statements	
	Appendix B – Scope of Transport Assessments and Statements	
	Appendix C – Examples of on-site, highways and public transport contributions	
	Appendix D – Thresholds for Travel Plans	

1. Introduction

What is Camden Planning Guidance?

1.1 The Council has prepared this Camden Planning Guidance (CPG) on Transport to support the policies in the Camden Local Plan 2017. This guidance is therefore consistent with the Local Plan and forms a Supplementary Planning Document (SPD) which is an additional "material consideration" in planning decisions.

1.2 This document should be read in conjunction with and within the context of the relevant policies in Camden's Local Plan, other Local Plan documents and other Camden Planning Guidance documents.

1.3 This document was adopted on 15 January 2021 following public consultation and replaces the Transport CPG (March 2019) which replaced Camden Planning Guidance 7: Transport (September 2011).

What does this guidance cover?

1.4 This guidance provides information on all types of detailed transport issues within the borough and includes the following sections:

a) Assessing transport impact
b) Travel Plans
c) Delivery and Servicing Plans
d) Parking and car-free development
e) Car parking management and reduction
f) Vehicular access and crossovers
g) Cycling facilities
h) Pedestrian and cycle movement
i) Petrol stations

1.5 This guidance supports the following Camden Local Plan policies:

- Policy A1 Managing the impact of development;
- Policy T1 Prioritising walking, cycling and public transport;
- Policy T2 Parking and car-free development;
- Policy T3 Transport infrastructure;
- Policy T4 Sustainable movement of goods and materials;
- Policy CC4 Air quality; and
- Policy D1 Design.

2. Assessing Transport Impact

KEY MESSAGES

- A Transport Assessment, Statement or Note is required for all applications that involve a change in the way that a site is accessed from the highway.
- These documents must clearly demonstrate what measures will be required in order to mitigate the transport impact of the development.

2.1 This guidance aims to make sure that applicants submit all the information required to determine a planning application in terms of the assessment of transport conditions before and after a development has taken place, and transport measures that will need to be secured and/or provided before a development comes into use.

2.2 It relates to the Camden Local Plan Policy A1: 'Managing the impact of development' where the Council will resist development that fails to adequately assess and address transport impacts, requiring mitigation measures where necessary.

When does this apply?

2.3 This guidance applies to planning applications that involve a change in the way that a site is accessed from the highway in terms of the number, mode or profile of trips.

2.4 In line with policy A1 of the Camden Local Plan, the Council will resist development that fails to adequately assess and address the transport impacts of a development. Where the transport implications of proposals are significant, we will require a full Transport Assessment to examine the impact on transport movements arising from the development. In some circumstances where the transport implications are less severe but still significant we would require a Transport Statement rather than a full Transport Assessment.

2.5 Appendix A of this CPG provides guidance on the scale of development that is likely to generate a significant travel demand and therefore requires either a Transport Assessment or a Transport Statement. The land use classes and floorspace thresholds in Appendix A are guidelines, and have been selected on the basis that their travel characteristics are likely to have a significant impact on travel.

2.6 For smaller applications that do not require a full Transport Assessment or Transport Statement, the minimum information outlined below should be submitted as part of a supporting transport note or incorporated into the Design and Access Statement.

How should Transport Assessments be prepared?

2.7 At an early stage, such as during pre-application discussions, applicants should discuss with the Council the scope of the Transport Assessment, and the most appropriate methods to use (e.g. trip generation, data sources, traffic modelling requirements). The level of information contained within the Transport Assessment should relate in scale and kind to the particular development.

What should the Transport Assessment include?

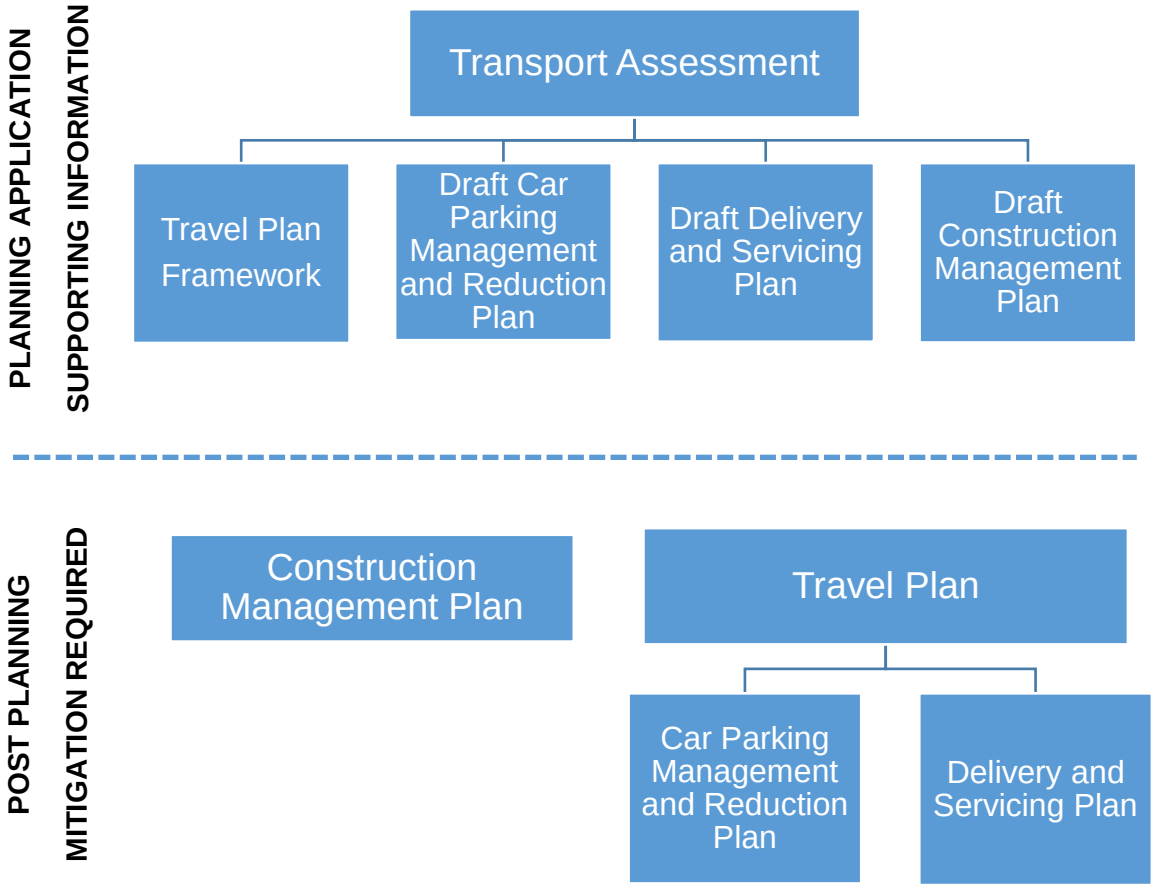


Figure 2.1 Stages of the Transport Assessment or Statement

2.8 A Transport Assessment or Statement should generally include the information set out in Appendix B at the end of this guidance, although specific detail can be confirmed during scoping discussions held with the Council.

2.9 The assessment must demonstrate how the development will impact transport on a micro (site and surroundings), local neighbourhood and a network (London-wide) scale.

2.10 Where a development requires approvals from Transport for London (TfL), additional information may be sought by TfL in order to assess the transport impacts of the development. For further guidance on this, reference should be made to Transport for London's Transport Assessment guidance.

2.11 For developments that do not require a formal Transport Assessment or Statement, some information will still need to be submitted as part of the standard planning application process. This would typically include:

- How the existing and proposed development ties into the public highway, including the provision of Level Plans where necessary (see Section 7 of this guidance);
- Access arrangements for all modes of transport visiting the site, including details of how step-free access would be achieved;
- Public transport accessibility (PTAL);
- Details of existing and proposed servicing arrangements;
- If the development has vehicular parking, details should be included in a Car Parking Management and Reduction Plan (see Section 6 of this guidance); and
- Information with regards to construction, specifically including how the impact of construction on the public highway will be minimised, for example, avoidance of closures to pedestrian and cycle facilities.

What should the transport assessment achieve?

2.12 The information submitted within a Transport Assessment or Statement, or as part of a Transport note or Design and access statement for smaller applications, should enable the Council to consider how the proposed development impacts on the existing transport arrangements. The assessment will show that either:

- The development is acceptable in its proposed form without any alterations to existing transport arrangements;
- Some alterations would be needed to the development or to the transport network in order to accommodate the travel it would generate in an acceptable way; or

- The development could not proceed without unacceptable harm to travel or the transport network, in which case the proposal would be contrary to Policy A1.

What is required to make a development acceptable?

2.13. If the Transport Assessment shows that mitigation is required in order to accommodate the development, details of the specific amendments and mechanisms will need to be agreed, for example Section 106 Planning Obligations that are to be secured prior to the development being implemented. Measures to mitigate the transport impact will be secured by a Section 106 legal agreement or by planning condition as appropriate.

2.14. Examples of mitigation might include a legal agreement to ensure the submission and implementation of:

- Financial contributions required to implement changes to off-site arrangements for pedestrians, cyclists, public transport or motor vehicles;
- A Travel Plan to manage travel demand on a local, neighbourhood and network scale (detailed in Section 2 of this document);
- A Car Parking Management and Reduction Plan to manage, monitor, enforce and reduce any on-site car parking facilities (detailed in Section 6 of this document);
- A Delivery and Servicing Plan to manage on and off-site servicing arrangements following completion (detailed in Section 4 of this document); or
- A Construction Management Plan for the period from commencement of construction to full operational occupation of the development to manage on and off-site construction traffic, delivery and removal of materials, and any temporary changes to other traffic movements (including pedestrian and cyclist movements) in and around the site.

2.15 Other examples of mitigation may be secured by a planning condition. These could include:

- Linking implementation of the scheme to the completion of planned transport provision with secured funding;
- Ensuring that implementation is in phases, such that each phase follows completion of any necessary planned transport provision with secured funding;
- Securing the provision and ongoing retention of cycle parking facilities and electric vehicle charging points; and

- Securing all proposed changes to on-site provisions for pedestrians, cyclists, public transport or motor vehicles. Examples of required mitigation might include amendments to cycle parking and supporting facilities such as employee lockers and showers, picking-up and setting-down, parking, storage and/or loading and unloading.

Financial contributions for walking, cycling & public realm improvements

2.16 In instances where existing or committed capacity cannot meet the additional need generated by the development or where the existing transport network cannot safely accommodate the proposed trips to the site, we will expect a financial contribution to be secured as a planning obligation by a legal agreement to support and improve the pedestrian and cycling environment and public realm, mitigating the transport impact of development proposals.

2.17 The scale of the contribution will be proportionate to the level of intervention required to mitigate the impact of the development. The impact of each planning application is assessed in its own right and financial contributions are bespoke to each proposal. For an indication as to what financial contribution will be required, applicants are encouraged to engage with officers at an early stage of the planning process.

Financial contributions for highway works

2.18 The Council, as the local highway authority, is responsible for the quality, maintenance and safety of the borough's roads, footpaths and other adopted spaces. It will determine how highway and/or other related works should be designed and implemented, in consultation with developers, to ensure that they are carried out in accordance with Council procedures and standards. Developers should refer to the Camden Streetscape Design Manual for LB Camden managed roads.

2.19 The Council may require works to be carried out (e.g. to surrounding streets and public spaces) to ensure that the site can be safely accessed.
The highway works will seek to repair any construction damage to transport infrastructure or landscaping; reinstate all affected transport network links and road and footway surfaces; and ensure that the highway network adjacent to a site is of a suitable standard to accommodate any changes to activity arising from the development. Highway works will also include any changes to vehicular access and may also include the design and implementation of new routes to be adopted, owned and managed by the relevant highway authority. Examples of site-specific and public realm works are listed in Appendix C. In some situations it will be necessary for the highway works to be completed before the development approved by the planning permission can commence.

2.20 For a development that requires highway works, all works on the public highway in relation to development proposals will be undertaken by the Council at the developer's expense; in which case a financial contribution for the anticipated works will be secured as a planning obligation through a legal agreement. Alternatively, the developer can (with the Council's agreement) design the works themselves to a specification set by the Council. The Council will then undertake these works at the developer's expense. In both cases, the Council will exercise control over the design of the works and be involved in the approval and implementation of the scheme.

2.21 Any works which will or may affect the structural integrity of the highway requires approval and inspection by the Engineering Service's structural engineers. Works may be subject to a formal 'Approval in Principle' under highways legislation. The Council will always have the right to intervene (at the developer's expense) if any works are not to the Council's reasonable satisfaction.

2.22 We will secure a financial contribution via a combined Section 106 and Section 278 legal agreement for the highway works that the developer will be required to pay before commencing development. This is based upon estimates of anticipated works (including fees) prepared by LB Camden. If in the event that the actual works cost more than originally estimated, the developer will be liable to pay additional costs (up to a maximum agreed figure). On completion of the works, the Council will certify how much money was expended in undertaking the works. If the actual works required cost less than originally estimated, for example if the public highway was not damaged as much as was estimated for, the Council can refund the applicant any unspent financial contribution. The Council may also in some cases require the developer to pay a one-off negotiated returnable bond or contingency sum in addition to the estimated cost, the size of which will be based on the nature, scale and risk associated with the particular works. The developer will also be required to pay the Council's costs in respect of any necessary traffic management orders or other appropriate costs related to the work where these are identified by the Council.

2.23 For applications where highways works would be necessary on the Transport for London Road Network (TLRN), Transport for London (TfL), who are the highway authority for the TLRN, will require a separate Section 278 agreement with the applicant which will include details of the scope of works. Where the development would involve an alteration to or a new access onto the TLRN, Transport for London has ultimate responsibility for indicating what is acceptable. Planning applications that interface with the TLRN or Strategic Road Network (SRN) may also be required to perform a 'Healthy Streets Check' and/or undertake all relevant audits with TfL approved staff.

2.24 For applications on borough boundary roads or accessed via private road, separate agreements with adjoining boroughs and/ or private land owners may also be sought if the scope of works lies outside of Camden's jurisdiction.

Financial contributions for other mitigation measures

2.25 Financial contributions may also be sought to support other mitigation measures such as TfL's Cycle Hire and Legible London schemes. These may be sought, for example, where a development will lead to more intensive use of the site, where the development is located in an area with high rates of walking and cycling or where there is currently insufficient coverage of these schemes. More information on these schemes and other measures can be found on TfL's website or can be provided by the Council on request.

2.26 Where public transport provision is not adequate to serve a development (e.g. in terms of capacity, frequency, reliability, boarding points or access to boarding and vehicles), and the absence of such provision would make the development unacceptable the Council may seek a contribution to public transport provision in accordance with the relevant statutory tests.

2.27 The Council will generally seek contributions towards facilities that assist the use of public transport services which have an existing or proposed boarding point within a convenient walking distance of the development. For bus services, a convenient walking distance is generally up to 400 metres. For rail services, a convenient walking distance is generally up to 800 metres.

Construction Management Plans

2.28 Construction Management Plans (CMPs) set out a package of measures and practices that are required to manage the impact of a scheme's demolition, excavation and construction works. Developers are required to identify any potential negative impacts within the CMP and must set out the mitigation measures required. Examples could include, but are not limited to: time restrictions on construction vehicles attending a site that is located near to a school, the identification and signposting of reasonable alternative routes for pedestrians/cyclists or ensuring the construction work is set back away from pedestrian footways and cycle routes (or facilities) to maintain access and safety for vulnerable road users. More information on the measures can be found in Local Plan Policy A1 and on Camden's CMP website.

2.29 The Council has created a CMP pro-forma which is tailored towards the specific needs of the borough and should be used by applicants submitting a CMP or a draft CMP in all instances. The criterion in the pro-forma are drawn from

relevant aspects of Transport for London's (TfL) Construction Logistics Plans and follow TfL's construction safety best practice guidelines. The pro forma also outlines the Council's Construction Logistics and Community Safety (CLOCS) requirements, which provide the framework to the Transport section. Camden is a CLOCS Champion, and as such requires all construction sites with a CMP to be CLOCS compliant. Enhanced Considerate Constructors Scheme (CCS) registration includes CLOCS monitoring and will be required of all applicants submitting a CMP. The latest version of the CMP pro-forma is available on the Council's CMP website or can be provided on request from planningobligations@camden.gov.uk.

2.30 Whether a CMP is required for a particular development is assessed on a case by case basis. For planning applications that require pre-application advice, the requirement for a CMP will be discussed ahead of the full planning application. For developments that do not require pre-application advice, the need for a CMP will be discussed during the planning application process. Where a CMP is required, applicants should include a draft at planning application stage in order for the Council to make a thorough assessment of the proposals.

2.31 CMPs are secured as a planning obligation through a legal agreement and the pro-forma must be agreed by the Council prior to commencement of work starting on site. A Demolition Management Plan (DMP) will also be sought when the Council deems it necessary to separate out the demolition and construction phases of a project.

2.32 A CMP/DMP implementation support contribution will also be secured as a planning obligation by a legal agreement which must be paid prior to commencement of works. This cost covers the review and monitoring elements and in some instances, meetings with the developer and local stakeholders.

2.33 Please also be aware that Neighbourhood Plans in the Borough may contain additional advice and guidance relating to CMPs.

Travel Plans, Car Parking Management and Reduction Plans and Delivery and Servicing Plans

2.34 As shown in Figure 2.1, other measures to manage the transport impacts of a development include Travel Plans, Car Parking Management and Reduction Plans and Delivery and Servicing Plans. Information from each of these documents should form chapters of the Transport Assessment as they will form part of the assessment of the planning application.

2.35 Further information on these documents is available in Section 3 (Travel Plans), Section 4 (Delivery Servicing Plans) and Section 6 (Car Parking Management and Reduction Plans) of this CPG.

Further information

2.36 All Planning Obligations are secured by a Section 106 legal agreement. Financial contributions relating to highway works and public realm improvements are secured by combined Section 106 and Section 278 agreements. Car-free developments are secured by Section 106 agreements combined with Section 16 of the Greater London Council (General Powers) Act 1974, Section 111 of the Local Government Act 1972 and Section 1(1) of the Localism Act 2011. We are using these Acts in addition to Section 106 of the Town and Country Planning Act (rather than instead of it). For more detail on how obligations are secured, see Camden's supplementary Planning Guidance CPG: Developer Contributions.

2.37 Additional guidance on Transport Assessments from the Department for Transport can be viewed at: https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements

3. Travel Plans

KEY MESSAGES

- Travel Plans enable a development to proceed without adverse impact on the transport network through promoting a greater use of sustainable travel and thereby helping to tackle congestion and air pollution.
- The requirements of a travel plan will be tailored to the specific characteristics of the site and nature of the development.

3.1 This guidance sets out why travel plans are sought, what they are intended to achieve and can be used as a guide for those who are required to provide a travel plan. This documents includes general guidance required for all travel plans together with specific information on the following:

- Workplace Travel Plans (higher education institutions should be treated as workplace Travel Plans);
- School Travel Plans including other educational institutions such as nurseries and colleges;
- Residential Travel Plans;
- Other Travel Plans; and the
- Monitoring and Measures Financial Contribution.

3.2 This section of the CPG will also cover the following:

- How a travel plan should be structured;
- The background information which is required;
- The measures to include in a travel plan;
- Objectives and targets;
- Travel Plan management by the development owner;
- The Action Plan; and
- Monitoring and review of the travel plan.

When does this apply?

3.3 In line with Local Plan Policy A1, the Council will expect a travel plan to be prepared for any planning application that will significantly increase travel demand or would have a significant impact on travel or the transport system.

3.4 The National Planning Policy Framework (NPPF) states that all developments which generate significant amounts of movement should produce a travel plan. Travel Plans are also required by the London Plan (2016) and the Mayor's

Transport Strategy (2017) to deliver sustainable development in London. The latest TfL guidance, Travel Planning Guidance (2013) requires objectives aimed at promoting sustainable travel to, from and within a development.

3.5 All travel plans are secured as a Planning Obligation via a Section 106 legal agreement in conjunction with a Measures and Monitoring financial contribution.

3.6 Whilst each travel plan is unique to a development, there are generally two types of travel plan: Local and Strategic. For example, a residential development of between 50 and 80 units would generally be classified as requiring a Local level travel plan; whereas a development with over 80 units would be classified as requiring a Strategic level travel plan. The relevant thresholds are set out in Appendix D, and they detail each land use class and set out the corresponding floor area which will trigger a travel plan.

What are Travel Plans?

3.7 Travel Plans are a way in which developments can contribute to meeting targets on traffic reduction, improving air quality and increasing sustainable travel. A travel plan is a package of measures, which is designed to reduce single occupancy car use and thereby increase sustainable travel. Any other aims which may have been identified within the transport assessment should also be addressed via the package of measures in the travel plan.

3.8 Where a travel plan is necessary in terms of Policy A1, and the thresholds set out in Appendix D, it will be secured by a Section 106 agreement. This is because the applicant will rarely be the final occupier of the development and a travel plan will require ongoing development and monitoring following the initial occupation for at least a five year period. It is envisaged that through the use of travel plans over the monitoring period, the nature of promoting sustainable and active travel will become embedded within the culture of the development. Travel Plans should be treated as live documents to ensure the targets and measures within the plan can be developed and refined over time. Targets should be provided for each surveying and monitoring period, typically Years 0, 1, 3 and 5, unless otherwise agreed (e.g. for larger or phased developments).

3.9 Whilst the type of travel plan varies for particular uses (e.g. residential, workplace, school travel plan), the overall aims of travel plans in Camden will focus around similar themes, such as:

- Promoting active and sustainable travel with the aim to increase mode share;

- Reducing the traffic generated by the development to significantly reduce the number of non-essential car trips;
- Encouraging good urban design principles that open up the permeability of the development for walking and cycling linked to the Design and Access Statement; and
- Addressing any specific problems identified within the site's transport assessment.

3.10 Each travel plan will include a variety of measures tailored to the specific development which will promote and encourage sustainable and active travel.

3.11 Additionally, all travel plans must consider visitor travel to and from the development and should show how visitor travel can be sustainable and be accommodated without causing undue harm to the surrounding transport network.

Workplace Travel Plans

3.12 A workplace travel plan will be specific to each individual site and the nature of the business activity there (as discussed in paragraph 3.1, higher education institutions should be treated as requiring workplace travel plans). As with residential travel plans, thresholds for workplace travel plans are set out in Appendix D. The focus should be on giving priority to active travel, then reducing non-essential car travel. Workplace travel plans are suitable for any organisation that generates a significant number of employee trips including offices, hospitals, hotels, distribution centres, large shops and supermarkets, cinemas and theatres, primary care centres, GP surgeries etc. School car parking should be monitored through School Travel Plans which are discussed later in this guidance.

3.13 A workplace travel plan should address staff travel to and from work and on business. It is also required to address visitor, client and customer travel. Other aspects such as suppliers making deliveries, contractors undertaking work on site as well as fleet procurement / management should be taken into account within travel plans where they are an important aspect of the development.

School Travel Plans

3.14 A School Travel Plan (STP) can bring benefits of safer and more sustainable transport for the whole community. The Camden Local Plan has identified Hampstead and Belsize as areas where the school run causes particular problems. In these areas, STPs should be very ambitious in order to overcome the issues surrounding the school run. Each STP will need to be designed to

take into account and be tailored to local circumstances. An STP can potentially result in:

- Safer walking and cycling routes around schools;
- Improved school grounds with provision for bicycle and scooter storage;
- Healthier, more active pupils and families, contributing to a pupils' 60 minutes a day of physical activity;
- A reduction in the number of cars and congestion around schools;
- More accessible school sites;
- A better environment with less pollution around schools; and
- Increases in attendance and attainment.

3.15 All schools or educational establishments will be expected to develop a STP in line with current practice provided by Transport for London (as discussed in paragraph 3.1, educational institutions such as nurseries and colleges should provide school travel plans). TfL STARS (Sustainable Travel: Active, Responsible, Safe) is a travel planning and monitoring tool for STPs. In some circumstances, developers may be required to submit a Camden specific STP if the scope of the plan is beyond that set out in the STARS template. For example, when a new school site is being built.

3.16 All STPs have to be sent to Camden Council and TfL for approval. It must also be signed and approved by the school's Head teacher, or STP champion (this can be a school governor or teacher) before submission. STPs are submitted via the TfL STARS website at the following link: www.stars.tfl.gov.uk. They are then assessed and approved by TfL and Camden's School Travel Plan Officer. For further information on the potential benefits of STARS and case studies visit Camden Council's School Travel Plan website.

CASE STUDY: St Anthony's School NW3

- On STARS since 2013 and awarded Gold in 2016.
- Achieved a 12% increase in walking/scooting/ cycling to the school from 2013 to 2016.
- A 3 % decrease in car use to school from 2013 to 2016.
- To achieve this pupils have taken part in Pedestrian Skills Training, Bikeability and Walking Trips including the promotion of active and sustainable travel through news letters home, school events and curriculum activities.

Residential Travel Plans

3.17 Residential travel plans provide a key mechanism for ensuring that sustainable travel is an integral feature of a development. Each one should form a holistic package of measures integrated into the design, marketing and occupation of the site rather than 'retrofitted' once the development is established. The thresholds for residential travel plans are set out in Appendix D and discussed above in paragraph 3.6.

3.18 Residential travel plans are concerned with journeys made from a single origin (home) to multiple and changing destinations (and vice versa). Each Residential travel plan is site specific, with detailed measures partly determined by site opportunities and constraints such as the location of existing public transport routes, health & community facilities and workplaces in the immediate area. A Residential travel plan, prepared by the developer should support and promote walking, cycling and public transport use. It should include the physical measures which have been agreed within the planning permission, such as cycle parking. However, the majority of the emphasis of the travel plan should be on supporting measures such as marketing, promotion and awareness-raising of sustainable travel initiatives and opportunities among residents.

3.19 Like all travel plans, residential travel plans are secured via a Section 106 legal agreement where it will state that all occupiers and users, including visitors, of the development must be consulted on the travel plan. This can be via travel

surveys to help examine travel patterns, attitudes towards sustainable travel and the most effective measures for promoting sustainable travel. The travel plan itself will last for five years, with an aim that sustainable travel will become embedded within the culture of the development.

Other Travel Plans

3.20 In some circumstances bespoke travel plans, such as for short-term events, may be required. These will be requested on a case by case basis and will promote a greater use of sustainable travel options, helping to tackle congestion and air pollution as stated in the Key Messages at start of this guidance.

Monitoring and Measures Financial Contribution

3.21 A Monitoring and Measures financial contribution will be secured as a Planning Obligation via a Section 106 agreement in conjunction with each travel plan. The Financial Contribution allows the Council to monitor, comment and provide advice on the progress of the travel plans and covers the provision of certain measures within the travel plan, such as Cycle Skills training, Camden's Cycle Loan Scheme and walking initiatives delivered by the Council or voluntary sector partners.

3.22 A detailed Advice Note on the breakdown of the Monitoring and Measures financial contribution for travel plans can be found on Camden's Planning Obligations website. There are indicative standard charges for Local and Strategic level travel plans, although applicants should be advised that in some circumstances fees may differ depending upon the individual site's needs. The difference in monitoring and measures financial contribution for Local and Strategic sites relates to the complexity of the sites and therefore the level of time that will be required for the reviewing and monitoring of those travel plans.

3.23 The Monitoring and Measures financial contribution must be paid to the Council in full prior to the first occupation of the development.

How should a travel plan be structured?

3.24 Generally, a full travel plan should be split into the following sections:

a) **Background**: detailed information about the development.
b) **Policy Context**: brief summary of national, regional (London Plan, MTS) and local (Camden Local Plan, Camden Transport Strategy).
c) **Site Assessment**: details of local transport services, walking and cycling routes within the area.
d) **Travel Surveys**: details of surveys, of occupants and users of the site that have been undertaken / are to be undertaken to develop baseline.

e) **Objectives**: what the travel plan hopes to achieve (increases in walking and cycling, reduction in car trips, reduction in emissions etc).
f) **Targets**: Specific targets for modal shift. Targets should be 'SMART' = Specific, Measurable, Achievable, Realistic and Timely.
g) **Package of measures**: Details of what initiatives will be implemented in order to achieve the set targets.
h) **Management**: Details of how the travel plan will be managed and contact details of the Travel Plan Coordinator (TPC).
i) **Monitoring and Review**: How and when the travel plan will be monitored and when this will be reported to the Council.
j) **Action Plan**: A comprehensive list of the measures which sets out what will be implemented and when. These are set aside from the objectives and targets identified above.
k) **Funding**: How the travel plan will be funded on an ongoing basis to ensure the travel plan will be in place for the lifetime of the plan.
l) **Appendices**: Any extra relevant documentation or information. A draft travel survey should be included in the appendices for Camden Officers to review prior to it being implemented.

What background information should be provided?

3.25 In general, the level of detail regarding the background, policy context and the existing transport conditions in the area, should provide an overview and be kept succinct.

3.26 Details should be provided relating to the development, namely its physical form and relationship with the surrounding network and how the development's daily operations will impact on transport. The travel plan should set out in particular:

a) The number of employees, visitors and residents within the development;
b) Trip generation predictions (for AM/PM peak and the whole day) and any relevant details about shift patterns or operational requirements that may be relevant to transport impact;
c) Access to public transport services;
d) The operational number of car parking spaces, including those dedicated for disabled spaces and those for car club and Electric Vehicles;
e) How these will be allocated, operated and number of spaces reduced e.g. dedicated spaces for car clubs and Electric Vehicles. In some cases a Car Parking Management and Reduction Plan will be requested as a separate planning obligation and this can be incorporated within a travel plan. Further detail on what information needs to be included within a Car Parking Management and Reduction Plan can be found within Section 6 of this Planning Guidance document;
f) Information with regards to the number of deliveries and how these will be managed, including delivery location and the type of vehicles likely to be servicing the site. In some circumstances a Delivery and Servicing Plan will be secured as a separate planning obligation and this can be incorporated within the travel plan.

Further detail on what information needs to be included within a Delivery and Servicing Plan can be found within Section 4 of this Planning Guidance document;

g) The number, type and location of cycle parking facilities and whether they are covered and secure;
h) The provision of supporting facilities (lockers, maintenance kits) for those who wish to use active travel methods and how they are accessed; and
i) A list of any site specific barriers for people reaching or moving through the site on foot, post implementation of the development.

What sort of measures are expected?

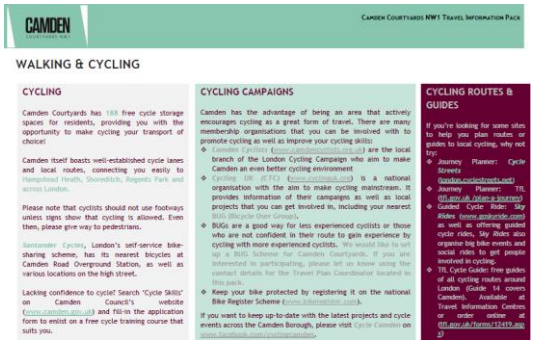
3.27 Travel Plans are bespoke and should be tailored to the specific needs of each site so that they are effective. All measures should seek to deliver the objectives and Camden's sustainable transport aims, of which these could include but are not limited to:

- Promotion of Camden's Cycle Loan Scheme ;
- Welcome / Travel Packs;
- Promotion of the Community Cycling Programme;
- Promotion of Cycle Skills Training;
- Formation of a travel plan steering group;
- Promotion of Led and Health Walks within Camden in line with our future 'Walking Action Plan' ; and
- Promotion of cycling events in Camden and wider London.

3.28 The measures largely relate to the promotion and marketing of active and sustainable transport to residents, employees and visitors. This list is not exhaustive and there may additional measures which are appropriate for particular sites and operations. In general, unless there is a clear reason to exclude a measure based on the specific nature of a development, the Council will ask for all the measures to be included in each travel plan before approving it.

CASE STUDY: Camden Courtyards development NW1

- The Camden Courtyards development was granted planning permission in 2013 and a travel plan was secured under a Section 106 legal agreement.
- The travel plan was approved by the Council in 2016 and the residential units were first occupied in February 2018.
- As part of the moving in process all residents were provided with a Travel Information Pack which included local events, walking and cycling advice and the promotion of specific measures as agreed within the travel plan.
- The development's travel plan Coordinator undertook the baseline monitoring report in March 2018 and following high interest from residents in forming a travel plan steering group, an online group for residents has been set up.


CAMDEN

CAMDEN COURTYARDS NW1 TRAVEL INFORMATION PACK

WALKING & CYCLING

CYCLING

Camden Courtyards has 188 free cycle storage spaces for residents, providing you with the opportunity to make cycling your transport of choice!

Camden itself boasts well-established cycle lanes and local routes, connecting you easily to Hampstead Heath, Shoreditch, Regents Park and across London.

Please note that cyclists should not use footways unless signs show that cycling is allowed. Even then, please give way to pedestrians.

Santander Cycles, London's self-service bike-sharing scheme, has its nearest bicycles at Camden Road Overground Station, as well as various locations on the high street.

Lacking confidence to cycle? Search 'Cycle Skills' on Camden Council's website (www.camden.gov.uk) and fill-in the application form to enlist on a free cycle training course that suits you.

CYCLING CAMPAIGNS

Camden has the advantage of being an area that actively encourages cycling as a great form of travel. There are many membership organisations that you can be involved with to promote cycling as well as improve your cycling skills:

- Camden Cyclists (www.camdencyclists.org.uk) are the local branch of the London Cycling Campaign who aim to make Camden an even better cycling environment
- Cycling UK (CTC) (www.cyclinguk.org) is a national organisation with the aim to make cycling mainstream. It provides information of their campaigns as well as local projects that you can get involved in, including your nearest Bike Bicycle User Group(s).
- BUGs are a good way for less experienced cyclists or those who are not confident in their route to gain experience by cycling with more experienced cyclists. We would like to set up a BUG Scheme for Camden Courtyards. If you are interested in participating, please let us know using the contact details for the Travel Plan Coordinator located in this pack.
- Keep your bike protected by registering it on the national Bike Register Scheme (www.bikeregister.com).

If you want to keep up-to-date with the latest projects and cycle events across the Camden Borough, please visit Cycle Camden on www.facebook.com/cyclecamden.

CYCLING ROUTES & GUIDES

If you're looking for some sites to help you plan routes or guides to local cycling, why not try:

- Journey Planner: Cycle Streets (london.cyclestreets.net)
- Journey Planner: TfL (tfl.gov.uk/plan-a-journey)
- Guided Cycle Ride: Sky Rides (www.goskyride.com) as well as offering guided cycle rides, Sky Rides also organise big bike events and social rides to get people involved in cycling.
- TfL Cycle Guide: free guides of all cycling routes around London (Guide 14 covers Camden). Available at Travel Information Centres or order online at (tfl.gov.uk/forms/12419.aspx)

Objectives and Travel Plan Targets

3.29 The objectives help to focus the overall aim of the travel plan, inform the basis of setting targets and describe the key goals that the travel plan seeks to achieve (i.e. encourage sustainable movement to and from the site). When creating objectives for the travel plan, it is important to ensure that they are linked to the specific context of the site which has been set out in the site assessment section.

3.30 It is important that the Council is able to ascertain the likely transport impact of a proposal and we will expect travel plans to include targets specific to the development itself. A thorough transport assessment, which should include information about measures required in order to mitigate or negate any impact, can help inform the setting of these targets.

3.31 All targets provided within travel plans should be ambitious, showing a high mode share of active travel. Targets should also be SMART, these are defined as:

- **S**pecific: identifying precisely what needs to be achieved;
- **M**easureable: over the duration of the target period, allowing for regular evaluation of effectiveness;
- **A**ppropriate: and linked to the overall objectives and aims;
- **R**ealistic: in terms of the potential of being achieved over the duration of the targets; and
- **T**imed: the targets must define a date and series of dates by which it is expected to be achieved (e.g. reduce single occupancy trips by X% by X date).

Travel Plan Management

3.32 It is important that an effective management structure and budget is secured by the developer for the full length of the travel plan monitoring period to ensure full implementation of all the measures set out within the plan. The overarching responsibility for the plan will be passed from the developer to the development's management company, or other appropriate person, where a Travel Plan Coordinator must be appointed to oversee, implement, monitor and review the development's travel plan. The TPC will to ensure that the travel plan measures continue to be applied. The travel plan's budget, as determined and secured by the developer, should also account for the appointment of the TPC role and must cover the costs of implementing the travel plan.

3.33 Details of the TPC should be included in the travel plan, or if this is not possible, a nominated point of contact at a senior level in the organisation. Any other individuals who will be involved in managing travel plan initiatives should also be identified.

3.34 In the majority of circumstances, the TPC will not have been appointed when the TP is being drafted and submitted for approval to the Council by the developer. Therefore it must be stated within the travel plan submitted to the Council that contact details of the future appointed TPC will be provided to travel plan officers at travelplans@camden.gov.uk.

Action Plan

3.35 The Action Plan is a key element of the travel plan and acts as a management and organisational tool for the appointed TPC. It should focus on the TPC's milestones and take the form of a concise programme for delivering the

measures set out within the travel plan. Short, Medium and Long-term actions, timescales and responsibilities should be included as well as an explanation of the handover process from the developer to the TPC. In some circumstances the TPC will not be appointed at the time the travel plan is being drafted. The funding source for the measures should also be provided within the Action Plan.

3.36 Each development must ensure that the Action Plan links closely with the measures set out in the travel plan and the objectives and targets that have been identified.

Monitoring and Review of the Travel Plan

3.37 A clear monitoring programme should be provided detailing the surveys that will be undertaken and the frequency of monitoring data provided to the Council. The majority of travel plans follow a monitoring strategy which requires monitoring reports to be provided to the Council 6 months following the occupation of the development (baseline data) and then further monitoring reports on the first, third and fifth year anniversary following the 6 month baseline. However, a longer period may be required for larger or more complex phased developments, and this will be agreed with the Council.

3.38 Draft Travel Surveys should be provided as an appendix to the travel plan which will allow travel plan officers to assess if data is being captured correctly. This will also help the TPC when they are appointed before the occupation of the development.

3.39 Travel Plans must also include detail as to who will be responsible for the monitoring and how this information will be reported to the Council by the TPC. The developer must ensure there is adequate funding secured for undertaking the monitoring surveys and production of reports for the lifetime of the plan. This must be confirmed and detailed within the plan.

3.40 Should a development fail to survey or monitor in accordance with the Travel Plan requirement of the Section 106 agreement, relevant enforcement measures will be used.

4. Delivery and Servicing Plans

KEY MESSAGES

- The need for a Delivery and Servicing Plan (DSP) should be identified in the Transport Assessment.
- A framework/draft DSP will form part of the Transport Assessment; the DSP itself will form part of the Travel Plan or be a standalone document, secured as a Section 106 planning obligation.
- The use of the term 'Delivery and Service Plan' is interchangeable with the term 'Delivery and Servicing Management Plan'.

4.1 This guidance explains how DSPs can be used to manage and mitigate the potential impacts of deliveries and servicing on the amenity and safety of the general public.

4.2 It relates to Local Plan Policies A1 (Managing the impact of development), A4 (Noise and vibration), CC4 (Air quality) and T4 (Sustainable movement of goods and materials). Policy A1 specifically refers to the requirement for Delivery and Servicing Management Plans.

4.3 This section should also be read in conjunction with the waste and recycling storage guidance found in the Camden Planning Guidance document CPG: Waste.

When does this guidance apply?

4.4 This guidance applies to all development proposals which, from a delivery and servicing perspective, are likely to have an impact on the amenity of occupiers, neighbours and road users in terms of noise and vibration, air quality, congestion and road safety.

4.5 In order to proactively manage delivery and servicing arrangements, the Council will seek DSPs for all major developments, and for those developments where it is identified through a Transport Assessment that the scheme is likely to impact on amenity or the safe and efficient operation of the transport network. Examples of when a DSP should be prepared are:

- The expected number of deliveries at any one time exceeds the capacity of the onsite loading provision;
- The existing on-street provision limits additional loading from proposed development;

- The cumulative impact of deliveries from the site and those sites within the vicinity adversely affects the transport network;
- The site is adjacent to existing infrastructure, for example, cycle lanes or bus stops; and/or
- Loading occurs on a high street or within a busy town centre.

4.6 The Council will also seek to secure DSPs for any development required to submit a Travel Plan (see Appendix D for Travel Plan thresholds).

How are DSPs secured?

4.7 A framework/draft DSP will be required as part of the planning application, typically as a chapter within the Transport Assessment, Transport Statement or other supporting transport information (see Section 2 of this guidance, Assessing Transport Impact).

4.8 In order to ensure the ongoing management of DSPs for future occupiers of the site, where a development is required to submit a Travel Plan, the DSP should form a chapter of the Travel Plan. For instances where a DSP is required but a Travel Plan is not, a standalone DSP document will be secured.

4.9 DSPs are required once planning permission has been granted and are secured as a planning obligation via a section 106 legal agreement.

Aims of a Delivery and Servicing Plan

4.10 The aim of a DSP is to minimise motorised freight movements, mitigating against the negative impacts of freight movement in general, in particular those of motorised freight traffic.

4.11 The DSP will aid developers and future occupiers in managing:

- Location of loading;
- Delivery timing;
- Routing;
- Vehicular type and vehicular control measures;
- Freight consolidation;
- Other control measures;
- Specific considerations according to land use, where applicable; and
- Monitoring.

4.12 All DSPs must be structured around the themes/issues identified in 4.11 above.

Location of loading facilities

4.13 Consideration to the location of loading facilities should be given to all developments, both those with on-site loading provision and those that propose to use the existing on-street loading provision.

4.14 Developments with dedicated onsite loading facilities must document in the DSP that these facilities are/will be used for servicing and deliveries as opposed to using the public highway, unless agreed otherwise by the Council at the planning application stage.

4.15 Where a development does not have access to onsite loading facilities, the DSP should clearly state where proposed deliveries will occur, including details of all existing kerbside loading restrictions within the immediate vicinity.

4.16 Further consideration should be given to the cumulative impact from deliveries to nearby developments. Where the proposed loading may adversely affect the existing servicing arrangements of nearby occupiers, the DSP should state the way in which conflict between deliveries will be minimised and any mitigation required.

4.17 When considering the location of the on-street loading, applicants should try to avoid, where possible, high streets or busy main roads where loading could be carried out from the rear or a side road as an alternative, or within close proximity to bus stops and junctions. Loading must also not prevent the safe operation of highways infrastructure such as cycle lanes and crossing facilities.

4.18 Where it has been agreed with the Council that out of hours deliveries may take place, the loading location must still be given consideration, particularly when in close proximity to residential properties. The DSP must clearly set out measures aimed to minimise noise for out of hours deliveries.

Delivery timing

4.19 The DSP must set out details of expected delivery times. Where deliveries can only be made during daytime working hours, these should occur off-peak, i.e. avoiding between 7am and 10am and 4pm and 7pm. In areas where lunchtime footfall is particularly high, deliveries between 12pm and 2pm should also be avoided.

4.20 For deliveries made outside of the hours of 7am to 8:30pm, the Council expects that all operators will be subject to an out of hours delivery agreement. The agreement should form part of the DSP which will state the commitment from the operator to minimise noise, setting out the proposed measures in which this

will be achieved. This may be where, for example, the operator operates a quiet approach to deliveries through the use of quiet vehicles and practices.

4.21 In order to avoid unnecessary congestion, further consideration must be given to the scheduling of the deliveries, in particular where a site is expected to receive several deliveries throughout the day. In these instances, the DSP should set out details of a booking system which should be used to evenly distribute deliveries throughout the day, avoiding peak times and conflicts from concurrent deliveries.

4.22 Further consideration should be given to the cumulative impact from deliveries to nearby developments. Where the proposed loading may adversely affect the existing servicing arrangements of nearby occupiers, the DSP should state the way in which conflict between deliveries will be minimised and any mitigation required. Such mitigation may include retiming of deliveries or the creation of a central booking system for multiple occupiers.

Routing for Heavy Goods Vehicles (HGVs)

4.23 Where a site requires servicing or deliveries by HGVs (vehicles over 3.5 tonnes), the DSP must include details of the proposed route between the site and the Transport for London Road Network (TLRN). The DSP should consider the most efficient vehicle route which should also:

- Prioritise routes according to our road hierarchy; and
- Avoid residential areas and areas of high pedestrian or cycle use where possible.

4.24 Overnight deliveries using vehicles over 18 tonnes may be subject to routing restrictions set out in the London Lorry Control Scheme which aims to minimise lorry noise in residential areas. Routing should also consider any impacts of major construction sites and/or long-term highways works where applicable.

Vehicle type and vehicle control measures

4.25 Consideration should be given to the type of vehicle used to carry out deliveries or servicing. The DSP must clearly demonstrate what type of vehicles are expected to serve the development and any control measures they may have. The Council encourages the appointment of suppliers with:

- Vehicle fleets consisting of zero or low emission vehicles;
- Fleet Operator Recognition Scheme (FORS) accreditation, or an equivalent scheme accreditation, which promotes best practice in vehicle management and driver training;

- Direct Vision HGVs which provide the driver with an improved field of vision;
- Engine idling policies to reduce noise and limit effects on air quality;
- A quiet approach to deliveries through the use of quiet vehicles and practices, in particular when delivering out of hours. Further information can be found on the FORS website for quiet equipment;
- Vehicles with engines rated to Euro VI as a minimum; and
- The most efficient number and/or size of vehicles such that vehicle numbers/trips are minimised and appropriate vehicle sizes are used.

4.26 The DSP should also include measures that ensure the safe movement of all road users (particularly vulnerable road users), demonstrating that proposals would not adversely affect other road users.

Freight consolidation

4.27 As part of the DSP, the Council encourages the use of freight consolidation centres where separate deliveries are received to a central point outside or at accessible locations in the borough and then delivered in bulk using a single delivery to the final destination. Given the difficulties of reaching Camden's central and inner London location, freight consolidation can provide genuine opportunities for efficient deliveries and servicing.

4.28 Equally, adopting an area based approach to freight management can also lead to a significant reduction in freight traffic. This has been achieved by various Business Improvement Districts (BIDs) around London. For example, the West End BID has achieved a 94% reduction in waste vehicle trips in Bond Street, Regent Street and Oxford Street, with an associated 30% saving in costs to businesses. The Northbank BID has achieved similar results in Villiers Street, with associated improvements to the general street environment.

4.29 As part of this, the use of 'micro-consolidation' in which 'last mile' deliveries are made by foot or cycle should also be considered. Further information on reducing deliveries and servicing visits is available on TfL's website.

4.30 Where the use of consolidation centres are proposed, the DSP should include details of the:

- Vehicle type to be used;
- Route between the consolidation centre and the site; and
- System of monitoring to measure the effectiveness of the consolidation arrangements.

Other control measures

4.31 Control measures, such as those that will improve the efficiency and reduce the impact of servicing vehicles, will need to be considered as part of the DSP. Examples of measures typically include:

- Smart or joint procurement with other local businesses;
- Making arrangements so that the same vehicles making deliveries are reloaded with items to be delivered from the site;
- A commitment to using cleaner fuel vehicles, and more sustainable modes of transport such as cargo bikes;
- Managing waste and coordinating the removal of waste with nearby occupiers;
- Incorporating measures to discourage or prohibit personal deliveries to a development such as providing membership to off-site parcel drop-off services; and/or
- Where no onsite loading is available, making arrangements to share storage space with neighbouring properties to facilitate bulk deliveries.

Specific considerations according to land use

4.32 This section outlines additional measures according to different land uses, of which relevant sections must be included in the DSP in addition to the mandatory sections outlined above. The DSP should consider the site specific measures outlined below for each land use and where a development comprises of more than one use, a combination of the measures should be considered.

Office developments

4.33 The prohibition of personal deliveries to offices, combined with an offer of click and collect services to employees is one way of reducing the number of vehicles serving an office, and can significantly reduce the impact on the road network.

4.34 The re-timing of some deliveries should be possible within a small office development. If a development is not to be staffed overnight or at weekends, on-site secure storage, or arrangements with nearby businesses to accommodate out of hours deliveries, may be feasible in order to reduce daytime impact on the network.

4.35 As outlined above, consideration should be given to the consolidation of deliveries, in particular to large office developments (generally those larger than 2,500sqm). Smaller office developments should also strongly consider a voluntary code, mandating the consolidation of inbound goods to reduce the

impact of the development and demonstrate a commitment to minimising freight movements. This consolidation regime should be enforced though a robust booking and monitoring system that can demonstrate the number of vehicle trips avoided as a result of the consolidation. If this is not required as a planning condition, a voluntary cap on the number of delivery vehicles each day is encouraged.

Multi-tenanted buildings, student accommodation and HMOs

4.36 Residential developments with multiple units or houses of multiple occupancy (HMOs) are likely to generate more delivery and servicing trips than those of single occupancy. As above, residents should be encouraged to deliver to a central hub rather than receive personal deliveries to an individual address, details of which should be linked to the Travel Plan where applicable.

4.37 Buildings with multiple tenants should also develop an occupier forum to co-ordinate joint procurement, waste collection and collaborative working, details of which should be set out within the DSP.

4.38 For student accommodation, the DSP should also address the impact of arrivals and departures at the beginning and end of terms, staggering activity using a booking system to avoid undue impact on the highway network and disturbance to adjacent occupiers.

General retail

4.39 Management of freight movements in retail developments should focus on the consolidation of goods into the store and waste/returns from the store, ensuring that as few movements as possible are required in order to allow the business to operate.

4.40 Developments with sufficient storage space can reduce the requirement for regular deliveries. Ensuring that vehicles used for deliveries are also loaded with returns or waste, where appropriate, maximises efficiency and reduces empty vehicle mileage, minimising the development's impact on the network.

4.41 As noted earlier, deliveries made to retail units on high streets or busy roads should be undertaken on side roads or via a rear entrance if there is access.

4.42 Retail can benefit significantly from out-of-hours deliveries where on-street loading restrictions may not apply, or be less stringent. Reference to quiet deliveries (as noted in paragraph 4.26 above) should also be made where possible.

Food and drink retail/pubs and restaurants

4.43 Food and drink establishments are often key generators of demand for servicing and so we expect a detailed DSP clearly setting out the measures outline in this document.

4.44 Many of the measures appropriate for general retail are also applicable to the food and drink sector. For an organisation with several locations in close proximity, the DSP should demonstrate that deliveries to those locations are efficient, and make good use of consolidation to minimise freight movements. Deliveries to food and drink establishments can often be noisy in nature, and so particular attention must be taken with regards to quiet deliveries as set out in paragraph 4.26 above.

4.45 Smaller or independent food and drink retailers not benefitting from a large procurement network may use many suppliers for different items. In these instances, joint procurement techniques such as those employed by BIDs in central London can increase co-operation between local businesses and may offer the best way of reducing the number of freight movements without impacting on business operations.

Hotels and hospitality

4.46 As with food and drink establishments, hotels are also key generators of demand for servicing, thus developments of this nature are required to submit a detailed DSP clearly outlining the measures set out in this section.

4.47 Many of the measures appropriate to reducing the impact of food establishments, such as out of hours deliveries, are also applicable to the delivery and servicing of hotels, meeting venues etc.

4.48 Joint procurement of common services, such as linen delivery or dry cleaning, is particularly encouraged for hotels and hostels.

Monitoring

4.49 Ongoing monitoring of the DSP will be required to ensure that the development is in accordance with the planning permission for the site. DSP monitoring will take place as part of the Travel Plan monitoring, normally in years 1, 3 and 5 post completion of the development. Monitoring for sites without a Travel Plan will need to be specified as part of the DSP.

4.50 The Council will secure funding at the planning stage as part of a development's S106 agreement to cover the cost of ongoing DSP monitoring.

Design of loading facilities for waste collection

4.51 Developments that have demonstrated a significant movement of goods or materials by road in the Transport Assessment (typically major developments or those where the floor area exceeds the thresholds set out in Appendix A of this guidance) will be expected to accommodate goods and service vehicles on site. This also includes provision for waste collection vehicles should it be demonstrated that they require onsite access (see CPG: Waste for information). Accommodating servicing and delivery vehicles on-site should also take into account the guidance on vehicular access in Section 7 of this CPG.

Further Information

4.52 Further guidance and other best practice for deliveries and servicing can be found on TfL's website which includes a toolkit that seeks to manage the efficiency of servicing vehicles in London. Applicants should take particular note of the following documents:

- Personal deliveries guidance; and
- TfL's Code of practice.

5. Parking and car-free development

KEY MESSAGES

- The Camden Local Plan 2017 extends car-free development to the whole of the Borough.
- Legal agreements will be used to maintain car-free and car-capped development over the lifetime of a scheme.

5.1 This section explains how the Council will implement Local Plan Policy T2 and sets out:

- What the Council expects from car-free developments including what car-free development is and where it is sought;
- The mechanisms that are needed to secure it;
- Where it may be appropriate for the Council to refuse developments that are not car-free;
- How any exceptions to the car-free approach will be applied such as:
  - Parking provision for redevelopment and existing occupiers;
  - Meeting the parking needs of disabled people and other essential users; and
- Parking at schools.

5.2 Our car-free policy makes an important contribution towards the Council's strategic aims relating to transport, as well as wider responsibilities such as public health. These include reducing congestion, promoting sustainable transport, improving air quality, reducing carbon emissions and supporting healthy, active sustainable lifestyles. It also enables land to be used more efficiently. Over the duration of the Plan period, the Council will therefore seek to capitalise on opportunities arising from development, to achieve a net reduction in its overall stock of parking spaces throughout the borough.

What is car-free development?

5.3 Car-free development means that no parking spaces are provided by or associated with the development other than those reserved for disabled people where necessary and businesses/services reliant upon parking where this is integral to the nature, operational and/or servicing requirements (e.g. emergency services or builders merchants may require operational loading

bays). In addition, current and future occupiers are also not issued on-street parking permits.

5.4 Throughout this section, the term 'parking provision' should be considered to mean both on-site and on-street parking, as the guidance is relevant to both dedicated on-site parking facilities and on-street parking permits/dedicated bays.

5.5 The term 'car-free' should be considered to relate to cars and other types of motor vehicles such as goods vehicles and motorcycles.

When will the Council seek car-free development?

5.6 The Council will expect all new residential development to be car-free, including redevelopments (and changes of use) with new occupiers. The car-free policy applies across the whole borough, regardless of public transport accessibility level (PTAL) ratings. Where dwellings are created as part of an amalgamation, sub-division or an extension of an existing development these will be expected to be car free.

5.7 All new non-residential developments will also be expected to be car free in accordance with Local Plan Policy T2, including:

- The redevelopment and/or conversions of existing sites with new occupiers; and
- Extensions where the proposed new floor space leads to an increase in occupancy.

5.8 Where proposals result in a less intense use of the site, the Council will also seek car-free development and a reduction in the parking provision. This may occur for example where a residential development with returning occupiers and associated parking proposes to reduce the number of units on site, amalgamating multiple units into one. Another example is an existing office which is being reduced in size as part of a redevelopment to accommodate alternative uses such as retail.

5.9 The term 'car-free' will apply to all developments subject to Policy T2, even those that have demonstrated, to the Council's satisfaction, a need for associated parking provision for disabled use and/or that is integral to the nature of a business. This means that other than the parking provision for essential users, the rest of the development is car-free and future occupiers will not be eligible for on-street parking permits.

5.10 Applications subject to Policy T2 that propose additional or new non-essential parking provision will not be acceptable. In general, any (existing) parking

provision associated with the previous development will not be retained. However in certain circumstances, outlined below, the retention of existing parking provision for existing occupiers returning to a redevelopment may be considered.

Redevelopments and parking provision for existing occupiers

5.11 The Council will require any development to be 100% car-free if the development is to have new occupiers, which is assumed to be the case for all new development. Car-free developments are secured by Section 106 agreements combined with Section 16 of the Greater London Council (General Powers) Act 1974, Section 111 of the Local Government Act 1972 and Section 1(1) of the Localism Act 2011. We are using these Acts in addition to Section 106 of the Town and Country Planning Act (rather than instead of it). These legal agreements where appropriate (e.g. residential development) incorporate the Council's standard planning obligation designating all units on-site as "car-free" housing.

5.12 In accordance with Local Plan Policy T2, all new developments are required to be car-free. Therefore all homes in new developments must be car-free, not just additional dwellings. Exceptionally, where existing occupiers are to return to a property after it has been redeveloped, we will consider allowing the reprovision of the parking available to them (so the redevelopment does not cause people to lose parking already available on that site prior to its redevelopment), where it is demonstrated to the Council's satisfaction that the existing occupier will return to the property as their principal home. In such cases, the Council will consider temporarily relaxing the car-free requirement in respect of that dwelling for the period over which that occupant resides at the property. A mechanism set out in the Section 106 agreement will require returning owner-occupiers to provide evidence that they intend to continue to occupy their home as their principal residence before any temporary relaxation of car-free status can take place. Such properties would be car-free to future occupiers who would be ineligible for on-street parking permits.

5.13 For housing estate regeneration projects in Camden, involving the reconfiguration of the estate and the relocation of existing housing, the Council will expect a significant reduction of parking spaces and not full reprovision. This is in line with London Plan Policy T6 (L) which states: "Where sites are redeveloped, parking provision should reflect the current approach and not be re-provided at previous levels". Camden's car-free approach also recognises that residents in the Borough have good access to sustainable modes of transport.

5.14 However, the retention of existing parking provisions on housing estates may be considered if it is demonstrated that the new homes are for existing occupiers with existing parking rights. Where reprovision of car parking spaces is proposed, the Council will expect the applicant to undertake an audit of existing provision for residents on the estate prior to decant to justify the overall quantum of spaces as part of the regeneration proposals. This may include demonstration of a genuine need for reprovision, for instance where a vehicle is required for employment purposes. The Council may also request the applicant to undertake observational surveys to help validate the information being provided. The applicant should fully consider the potential for introducing/increasing the proportion of car club/shared spaces as part of any reprovision, the ability to promote active modes and public transport use and the potential repurposing of parking spaces in response to changing requirements, including technological change.

5.15 Where re-provision is necessary, the Council will require applicants to provide a Car Parking Management and Reduction Plan, a document that will help to manage, monitor and seek to reduce the amount of on-site car parking by means of repurposing. For more details on Car Parking Management and Reduction, see Section 6 of this guidance.

5.16 For developments that remove car parking and no longer require a vehicular crossover adjacent to the site, a highways financial contribution will be sought from by Council and secured by a combined Section 106 and Section 278 agreement, where the Council's contractors will remove the redundant crossover and reinstate the pedestrian footway. Further information on this is included in Sections 2 and 7 of this CPG.

Disabled parking provision

5.17 As noted in Local Plan Policy T2, criterion b) i) the Council will seek to limit on-site parking to spaces designated for disabled people where these are needed.

5.18 For residential developments that demonstrate a requirement for parking spaces designated for disabled people, the quantity of parking will be as set out in the latest version of the Mayor's London Plan.

5.19 For all major developments the Council will expect that disabled car parking is accommodated on-site. For further guidance on the design and layout of these spaces see Section 6 of this CPG.

5.20 For all minor developments, the Council will aim to accommodate disabled parking provision on-street. As Blue Badge / Green Badge holders are able to use parking spaces in Controlled Parking Zones without a parking permit, providing disabled parking provision on-street may be considered acceptable if

the on-street provision is adequate (details of which should be set out within a Transport Assessment, see Section 2 of this CPG). In delivering disabled parking on-street, it is expected that developers will identify existing supply and demand by carrying out parking beat surveys. Surveys should be based on a realistic assessment of accessibility for people with disabilities (in any case the maximum distance Blue Badge holders should be expected to travel is 50 metres from the entrance to the site). Developers would be required to cover the Councils costs for any amendments to the on-street parking situation required to accommodate extra provision. Parking beat surveys need to be undertaken during the school term and not during local school holidays.

5.21 Where there are no opportunities to meet the standards through provision of Blue Badge / Green Badge opportunities within parking bays on-street or additional on-street disabled bays, the Council will consider proposals to incorporate the disabled parking provision on-site. Details of all on-site parking must be clearly demonstrated in the Car Parking Management and Reduction Plan. Further information on this can be found in Section 6 of this CPG.

5.22 The amount of disabled parking should be in accordance with the London Plan. The total disabled parking requirement must be clearly set out in a supporting Transport Assessment.

Essential parking provision for non-residential developments

5.23 For non-residential development, the Council will consider some parking provision where it is demonstrated that this is essential to the use, operation and/or servicing of the use, business or service. Examples of this could include:

- Parking spaces for staff with a recognised disability;
- Parking for vehicles used by emergency services (e.g. ambulances);
- Operational parking for B1c light industrial uses;
- Operational parking for B2 General industrial uses;
- Operational parking for B8 storage and distribution centres; and
- Operational parking for other unclassified uses of similar nature to those above classed as Sui Generis (e.g. depots and building merchants).

5.24 General parking for staff and visitors is not considered to be essential to the use, operation and/or servicing of the use, business or service and will not be permitted.

5.25 The Council will expect all essential parking requirements to be clearly set out in a supporting Transport Assessment and agreed at an early stage with officers. Where essential on-site car parking is agreed, a Car Parking

Management and Reduction Plan will be required (see Section 6 of this CPG for more details).

Electric vehicles

5.26 Where a need for new parking is agreed, the Council will require the provision of bays to include electric vehicle charging points (EVCPs) in accordance with the standards in the London Plan. For redevelopments where existing parking is to be retained, we will expect at least 20 percent of car parking spaces to be fitted with active charging facilities and will encourage passive provision for all remaining spaces. Active spaces are connected and ready to use, whereas passive provision requires the capacity for connection to the local electricity network as well as cabling to parking spaces. The Council supports the provision of rapid charging facilities.

5.27 Details of the provision of electric vehicle charging points must be included in a Car Parking Management and Reduction Plan which will be secured by a legal agreement, either incorporated in the Travel Plan or as a standalone document if a Travel Plan is not required (see Section 2 for further information).

5.28 The provision and ongoing retention of electric vehicle charging points within sites will be secured by planning conditions.

Car-free planning obligations in legal agreements

5.29 In order to maintain car-free development over the lifetime of a scheme, the developer will be required to enter into a legal agreement with the Council (see paragraph 5.11 of this CPG), which would permanently remove the entitlement to occupiers (residents or staff) for on-street parking permits.

Parking at schools

5.30 As noted in paragraph 4.33 of the Camden Local Plan, the Council has identified high levels of congestion and deterioration in air quality associated with the ‘school run’, particularly in the Hampstead and Belsize Park areas (Belsize, Frognal and Fitzjohns and Hampstead wards). To avoid exacerbating these issues, the Council will resist proposals for new schools or development that would increase the number of pupils/students at existing schools, unless it can be demonstrated that traffic movements will not increase.

5.31 To discourage staff, parents or pupils driving to a school, applicants will be expected to provide evidence confirming that no parking, other than provision required for disabled or operational use, is provided on-site or on-street. As for all non-residential development, staff and visitor parking at schools is also considered as non-essential and will not be acceptable.

5.32 Air quality data may also be sought consistent with Policy CC4 and the London Plan. Furthermore, a robust School Travel Plan should be submitted to the Council setting out the actions to reduce journeys made to and from the school using private vehicles and set out a list of measures that will encourage parents, pupils and staff to travel by active modes and public transport as an alternative to private motor vehicles. Further information on School Travel Plans can be found in Section 2 of this CPG.

5.33 In other areas of the borough, the Council will apply Policy T2 consistent with the approaches to non-residential developments as set out above.

5.34 The Council supports the redevelopment of existing car parks for alternative uses. This could for example allow for an existing school to be extended. Where the principle to expand an existing school is agreed, we will therefore encourage the re-use of the school's existing parking land to facilitate the development.

Refuse and recycling collections

5.35 Car-free developments need to be designed to accommodate refuse and recycling collections in a safe and efficient manner. Further information is provided in Camden Planning Guidance document CPG Waste.

Redevelopments on car parks in town centres

5.36 In accordance with Policy T2 of the Camden Local Plan, all new development will be required to be car-free except for any requirements for essential parking provision. The Council acknowledges that existing car parking spaces can help to support the functions of town centres. The Council will therefore consider the retention of the existing parking provision where a robust case for this can be made. Developers will be expected to provide evidence to justify the need to retain parking provision for existing uses. This would typically involve traffic surveys and parking supply/demand surveys. The Council will seek a reduction in on-site parking provision and a reduction in motor vehicle trips associated with such developments. Any developments which would result in an overall increase in on-site parking provision and/or motor vehicle trips to and from the site will not be supported. An example of this would be where a

developer wants to retain all existing parking for existing uses while also needing to provide additional disabled parking and operational parking for new uses.

6. Car Parking Management and Reduction

KEY MESSAGES

- Developments with associated car parking will be required to submit a Car Parking Management and Reduction Plan.
- Applicants must demonstrate how parking will be managed, monitored and enforced, and provide details as to how the car parking can be repurposed in the future.

6.1 Camden's car-free policy means that in most circumstances car parking will not be permitted by the Council as part of the proposed scheme. In instances where car parking has been agreed however, such as for essential uses or the retention of existing provision as defined in Section 5 of this CPG, management of the car parking will be required. This section assists applicants that may have to provide on-site car parking spaces and/or vehicular access for essential users (e.g. residents and staff with a recognised disability). The guidance is also applicable for developments with existing car parking provision, where the Council will secure a plan to reduce the quantity of car parking spaces by removal and conversion to more appropriate uses.

6.2 This guidance relates to Camden Local Plan Policy T2, (Parking and car-free development), and should be read in conjunction with the car-free guidance and vehicular access guidance set out in sections 5 and 7 of this CPG. Reference should also be made to the most recent version of the Mayor's London Plan.

6.3 The following guidance includes details on:

- When and how we seek the management of car parking (through a Car Parking Management and Reduction Plan);
- The repurposing and redevelopment of existing car parks for alternative uses;
- Design and layout of on-site parking;
- Vehicular access into a site; and
- Electric vehicle charging points.

When does this apply?

6.4 This guidance applies to planning applications that have demonstrated to the Council's satisfaction a need for on-site car parking and vehicular access for essential uses, subject to Policy T2 of Camden's Local Plan. The quantity of

car parking spaces must not exceed those in the Mayor's latest London Plan Policies (see Section 5 of this CPG for further details).

6.5 Where retention of existing car parking has been deemed as acceptable, applicants will be expected to follow the guidelines set out in this section to help manage the future use of on-site car parking.

6.6 This guidance is not applicable to those proposals where associated car parking is to be accommodated on-street. Whilst Car Parking Management and Reduction Plans are not expected for such proposals, as discussed in Section 5 of this CPG, applicants will still be required to provide sufficient rationale to justify the provision of on-street parking spaces.

Car Parking Management and Reduction Plans

6.7 Car Parking Management and Reduction Plans are required where a development has associated on-site car parking spaces. Details regarding the management of both new and existing parking is needed for the Council to ensure the most efficient and sustainable use of space within a site.

6.8 In line with Local Plan Policies T1 and T2, the Council will seek to encourage and prioritise travel by active modes of transport and public transport over the private car and support the redevelopment of existing car parking spaces for alternative and more appropriate uses. To deliver this, any car parking associated with a development must be managed effectively and repurposed where possible.

6.9 Car Parking Management and Reduction Plans can take various forms depending upon the level of detail required. All Plans, irrespective of the size of development it relates to, must include sections detailing the following:

- Design and layout of existing or proposed car parking;
- How the site is accessed by vehicles and the interaction with vulnerable road users;
- Details of measures to reduce car use such as Car Clubs or cargo bike parking;
- Details of electric vehicle charging points;
- How the spaces are managed, the usage is monitored and the wrongful use of spaces is enforced; and
- A strategy to reduce the number of on-site car parking spaces in the future by repurposing the spaces for alternative uses.

6.10 The plan should detail the location and layout of spaces, and identify which spaces are allocated for electric vehicle charging points and any car club bays.

Further measures such as installing surface-mount or retractable ground anchors within the bays can help to accommodate cargo bikes and other non-standard cycles should occupants not wish to use the space for a car.

Figure 6.1 Example of retractable anchor - Broxapp

6.11 Plans should clearly demonstrate how spaces will be made available, managed, monitored and enforced. For disabled car parking, the Car Parking Management and Reduction Plan should demonstrate how users will be informed of the spaces, including details of who is eligible and how the spaces will be prioritised and allocated. Details must also include how unallocated spaces will be managed to prevent any unused disabled car parking being used for general parking.

6.12 In order to ensure the reduction in private car ownership and to support the growth of active travel, applicants will be expected to include details of the proposed repurposing of car parking spaces within the Car Parking Management and Reduction Plan. Details should include the quantity of spaces to be removed, how this process will be managed and what the proposed repurposing measure will provide. More information on repurposing car parking is included later in this section.

When to submit a Car Parking Management and Reduction Plan

6.13 A Car Parking Management and Reduction Plan should form part of a development's planning application. Details must be submitted at the planning application stage as a chapter within the Transport Assessment/Statement or as part of a Design and Access statement or Transport Note where this is not applicable.

6.14 In order to retain the measures set out to manage and reduce car parking, the Car Parking Management and Reduction Plan will form a section of the Travel Plan where targets for modal shift must reflect the interventions proposed. The

reduction targets should also be monitored in line with the Travel Plan's monitoring reports where results can be included within the monitoring reports submitted to the Council. For schemes where a Travel Plan is not required, a standalone Car Parking Management and Reduction Plan will be required.

6.15 As part of the Section 106 agreement the Council will request contact details of the individual/body managing the reduction plan. This may be the building's management company or, for developments that require a Travel Plan, the Travel Plan Coordinator and this would be incorporated into their role.

Dimensions and layout of car parking spaces

6.16 Parking spaces should be located in a way that does not prioritise vehicles over walking and cycling. There must be clear delineation between vulnerable road users and motor vehicles to ensure the safety of all road users. Parking should be on an even surface and access between the spaces and the principal entrance should be step-free.

6.17 Applicants should refer to the table below and Manual for Streets for the dimensions and layout of on-site car parking spaces.

Standard car parking space	2.4m wide by 4.8m deep.
On-site car parking space for use by disabled people	A standard parking bay plus 1200mm clear zone
Layout of car parking spaces	90° parking – aisles may be two-way • The minimum aisle width between the ends of spaces is 6.0m. 60° parking – aisles must be one-way • The minimum aisle width between the ends of spaces is 4.2m. 45° parking – aisles must be one-way • The minimum aisle width between the ends of spaces is 3.6m.

Disabled Parking

6.18 Dedicated car parking spaces for use by disabled people should be designated with appropriate markings and signs. These spaces should be located as close as possible to main pedestrian entrances and passenger lifts. There must be no obstruction (such as a raised kerb or heavy doors) between the parking spaces and the entrance to the building. In considering the appropriateness of distances to the furthest facility served by a dedicated parking space, the following guidelines will be taken into account:

Uncovered route	Less than 50m
Covered route (unenclosed or part enclosed)	Less than 100m
Completely enclosed route (unaffected by bad weather)	Less than 200m

6.19 For further information on the provision of disabled car parking see Section 5 of this CPG.

On-site Vehicular Access

6.20 For applications where onsite vehicular access has been agreed, all applications must demonstrate how the parking/servicing facilities are accessed by vehicles and the level of detail must include how vehicles entering and exiting the site are managed. All vehicles must enter and exit the site in a forward gear.

6.21 For more details regarding vehicular access, see Section 7 (Vehicular Access) of this CPG.

Electric vehicle charging points

6.22 Where onsite car parking has been agreed, applicants will be expected to provide infrastructure to support electric vehicle charging points (EVCPs) as per the Mayor's London Plan. At least 20 percent of car parking spaces should have active charging facilities and we would welcome passive provision for all remaining spaces. This includes charging facilities for disabled users and servicing vehicles. Applicants will be expected to meet any standards set out in future revisions to the London Plan.

6.23 Active spaces have charging points that are fully wired and ready to use. Passive provision requires cabling to parking spaces to enable simple installation and activation at a future date. There must also be capacity in the local electricity network supporting both the active and proposed passive EVCPs. Applicants are required to provide details of the breakdown of active and passive charging points within the Car Parking Management and Reduction Plan including information on how the spaces will be delivered and managed. If a Travel Plan has been secured, the activation of the charging points will also form part of the monitoring.

6.24 Developments that have demonstrated to the Council's satisfaction that parking for essential uses can be accommodated on-street, will still be expected to meet the Mayor's EVCP provision. In these instances, the Council may accept a payment in lieu to cover the cost of a traffic order for conversion of an on-street

car parking bay or for a Lamp Column Charing Point within close proximity of the development.

Repurposing and Redevelopment of Existing Car Parking

6.25 As per Local Plan Policy T2, we will seek the redevelopment of existing car parking for alternative uses. For developments with existing car parking, we will seek the repurposing of spaces, or the future repurposing of spaces, to help reduce private car usage, the details of which must be included in the Car Parking Management and Reduction Plan.

6.26 Proposals to replace car parking could include:

- Additional cycle parking, including provision for non-standard cycles;
- Cycle stations with basic maintenance equipment such as a stand, pump and tools;
- New outdoor amenity space;
- Creation of new residential dwellings
- Extensions to existing properties
- Alternative land uses such as a gym; and/or
- A designated car club bay.

6.27 Repurposing proposals will be secured in the Car Parking Management and Reduction Plan and will form part of the monitoring of a Travel Plan or as a standalone document if a Travel Plan is not required.

7. Vehicular Access and Crossovers

KEY MESSAGES

- Planning permission must be sought for works that create or alter an access onto a classified road.
- Highway Authority consent is required for any works affecting the public highway.
- The Council will not approve applications that would cause unacceptable parking pressure, add to existing parking problems or result in negative impacts on amenity.

7.1 This section gives guidance on designing developments to provide safe access and use by motor vehicles, ensuring that new means of access do not cause harm to the safety of other users of the development and the adjacent highway. It focuses on the Council's approach to planning applications that include new footway crossovers and new access routes to enable access from the public highway to properties and sites.

CROSSOVER

A dropped kerb or short ramp to permit vehicle access across a footway.

7.2 This section relates to Camden Local Plan Policy A1 which resists development that fails to adequately address transport impacts. It provides guidance on how proposals are judged in terms of:

- Impact on the highway network and on-street parking conditions;
- Visibility and sightlines for vehicles;
- Impact on the footway;
- Layout and dimensions for crossovers; and
- Mechanisms to prevent waiting on the highway for schemes that include controlled access points, lifts and ramps.

When does this apply?

7.3 This guidance applies to applications that involve a change in the way that a site is accessed from the highway. All works affecting the highway must have the consent from the local highway authority under the Highways Act (1980), which is in addition to planning permission granted by the planning authority.

HIGHWAY AUTHORITY

The Council is the Local Highway Authority for the majority of public roads in the Borough .Transport for London is responsible for roads on the Transport for London Road Network (also known as Red Routes). Some public roads in the Borough are privately maintained and the Council is not the Local Highway Authority. As an example, roads within Regent's Park are maintained by the Crown Estates Pavement Commission.

7.4 There are certain circumstances where planning permission may not be required for access to an existing paved area or garage where a Crossover Application granted under highway authority approval would suffice in its place. In this situation, Section 184 of the Highways Act (1980), allows an applicant to seek approval from the local highway authority (usually the Council) to construct a vehicular crossover to an existing development. This may be applicable when a development has an access:

- From a road that is not classified.;
- To a property that is not sub-divided into flats, and is occupied by a single household; and
- To a property not located within a conservation area.

7.5 Applicants should note that vehicular crossovers will **not** be acceptable where a development is:

- Subject to a car-free planning obligation;
- Where the installation of a crossover would result in the loss of on-street parking provision;
- Where the alterations to the boundary treatment would have a visually detrimental impact on the street; or
- Where there is a detrimental impact on amenity, such as felling of valuable trees.

7.6 It should also be noted that any work on Camden's public highway will be undertaken by the Council at the applicant's expense.

How should vehicle access be provided?

7.7 Access to a site by motor vehicles is gained by either driving over the footway using a crossover or 'continuous footway', or interrupting the footway by a new junction to create a level access direct from the carriageway. The Council will

decide on the appropriateness of crossovers and will seek adoption of new roads where appropriate.

CONTINUOUS FOOTWAY

An uninterrupted footway giving priority to pedestrians but allowing access to vehicles.

Impact on the highway network and on-street parking conditions

7.8 Camden Local Plan Policy A1 seeks to ensure that new connections to the highway network from developments do not cause harm to the existing network, to its users or the environment. Creation of new accesses on the highway must not negatively impact on highway safety, with a focus on vulnerable and disabled road users and their needs.

7.9 The Council will resist development that negatively impacts on existing on-street parking conditions and will not approve applications for planning permission (or for highways consent) that would cause or exacerbate unacceptable parking pressure or add to existing parking, waiting and loading problems. Information regarding the existing parking pressure can be acquired from the Council during the application process.

Visibility and sightlines for emerging vehicles

7.10 Vehicles joining the highway network need clear views of pedestrians, cyclists and other traffic, and users of the highway network need clear views of those joining it. Applications where sightlines are obstructed resulting in a detrimental impact on safety will be unacceptable. The Manual for Streets provides guidance on visibility requirements. The Council will expect applicants to submit a road safety audit report in support of any planning application involving the creation of a new or amended vehicular access to a site.

Layout and dimensions for footway crossovers

7.11 It is essential that footway crossovers do not harm pedestrian movement and that there is minimum footway width of 1.8 metres between the carriageway and the site boundary. Further information on pedestrian movement and TfL's Pedestrian Comfort Level assessment can be found in Section 9 of this guidance. Any changes to the public highway would need to be approved by the highway authority and implementation of crossovers where agreed will be undertaken by Camden's highways contractor at the expense of the developer.

7.12 It is important that new access points are not overly steep, in order to allow for safe and convenient access.

7.13 Where there are ramps into a site, for example to serve a basement car park, the Council will expect the following gradients:

- Vehicular ramps should be a maximum gradient of 10% (1:10); and
- For pedestrians, ramps should be a maximum gradient of 1:12, in line with the Disability Discrimination Act (DDA) requirements (although a gradient of 1:20 is preferred).

Level plans

7.14 In order to ensure that the thresholds of the proposed development tie in with the existing levels of the adjacent public highway, level plans will be required as part of any planning application where proposals seek to alter existing levels adjacent to the boundary with the public highway .

7.15 Where possible, the ground floor level of a development should be the same as the level of the adjacent highway, in order to avoid the provision of unnecessary steps, while allowing for water to runoff.

7.16 When level plans are required, drawings showing all existing and proposed threshold levels should be submitted. Where new thresholds are proposed, the developer must provide sufficient evidence setting out an appropriate mitigation strategy, demonstrating how the development will tie in with the public highway (e.g. design to amend the public highway). A Level Plans proforma can be found on the Council's website.

Preventing waiting on the highway: controlled access points, lifts and ramps

7.17 Sometimes it will be necessary to provide a limited amount of space for vehicles on a site or within the curtilage, with controls at the point of entry and/ or provision of vehicle space at a different level from the street, accessed by a vehicle ramp or lift.

CURTILAGE

The area of land adjacent to a development.

7.18 Where an application involves vehicles using a traffic signal, barrier or vehicle lift, an area should be provided within the site for vehicles to wait. This area should be sufficient to accommodate the maximum likely number of queuing

vehicles, without any obstruction to pedestrians and vehicles using the public highway. Proposals that involve vehicles waiting on the crossover/footway on the public highway will not be acceptable due to the impact this would have on road users.

7.19 Where a lift, ramp or other access is only available to one vehicle or direction of flow, there must be space at each end for exiting vehicles to pass those queuing to enter. Applicants will be required to demonstrate how the space required for waiting vehicles will be managed to prevent uncontrolled parking when the space is not in use, for example by retractable bollard for certain times of the day.

8. Cycling Facilities

KEY MESSAGES

- The Council will seek high quality cycle parking facilities for development, including redevelopments and in applications that change travel patterns and the travel profile or increase the numbers of people travelling to a site.
- Applicants must provide, as a minimum, the quantity of cycle parking spaces as set out in the London Plan; and
- Applicants will provide cycling facilities that are fully inclusive and accessible by step free access.

8.1 This section relates to Local Plan Policy T1 (Prioritising walking, cycling and public transport). It provides guidance on meeting Camden's and the Mayor of London's minimum cycle parking standards in an effective way so that cycle parking is convenient and secure, and encourages users of a development to cycle to and from the site.

8.2 Cycling is a sustainable means of travel and, with London's increasingly congested road network and overcrowded public transport systems, it is important to prioritise and encourage sustainable transport in Camden and the rest of London. Not only is travelling by cycle often more efficient and quicker, increasing activity levels by incorporating exercise into every day travel brings about physical and mental health benefits and promotes wellbeing.

8.3 A lack of facilities, such as parking, showers and lockers, can often pose a barrier to cycling. For this reason, Camden will seek provision for cyclists in appropriate schemes by implementing the minimum standards set out in this document.

8.4 The guidance in this section covers:

- The circumstances under which we require cycle parking;
- The quantity of cycle parking required;
- Accessible cycle parking for non-standard cycles, including those used by people with physical disabilities;
- Location of long and short stay cycle parking;
- Types of cycle parking;
- Door openings on route to cycle parking; and
- Supporting facilities.

When does this apply?

8.5 This guidance applies to applications that change the way in which people access a site, either in the profile of trips and/or in the numbers of people traveling to and from a development. Examples of instances when these occur might be where an application involves:

- The creation of one or more dwellings;
- The creation of new non-residential properties:
- A change of use leading to more intensive occupation of the site/building;
- Extensions to existing developments which are likely to generate an increase to the demand for people to cycle to the site (as set out in the Transport Assessment and Travel Plan); or
- Mitigation required to reduce the impact on the existing transport network.

How do we implement our cycle parking standards?

8.6 As stated in the Local Plan Policy T1, the Council will expect developments to provide, as a minimum, the number of cycle parking spaces as set out in the London Plan. The Council will also seek an additional 20% of spaces over and above the London Plan standard to support the expected future growth of cycling for those that live and work in Camden. The Mayor of London has published 'London Cycling Design Standards' – applicants should in particular have regard to the recommended space requirements set out in Figure 8.1 and the advice to applicants on making the most efficient use of space in paragraph 8.2.3.

8.7 Where a development crosses the thresholds set out in the London Plan, requirements apply to the entire floorspace and not only the floorspace above the threshold. For example, at a new food retail development, if from a threshold of 100 sqm it is required to provide one long-stay cycle parking space per 175 sqm gross external area (GEA), this means that no requirement applies to a facility of, e.g. 50 sqm, but two long-stay spaces are required for a facility of 350 sqm.

8.8 Thresholds are generally given as a gross external area (GEA) or number of bedrooms, relating to the development as a whole. The standards are not intended to be applied separately to individual units where a development is subdivided into smaller units, for example 1,000 sqm of office space sub-divided into 10 offices.

8.9 For mixed-use developments where the floor area of individual uses falls below the thresholds set out in the London Plan, the Council will expect applicants to consider the cumulative impact of all of the uses and thus the Council will seek cycle parking spaces as part of the wider development. This may occur, for example, when a development consists of a food retail unit of 90 sqm and a restaurant of 85 sqm. If policy requires each of the units to provide one long-stay cycle parking space per 175 sqm, but from a threshold of 100 sqm, the Council would seek at least one space based on the cumulative requirement.

8.10 For developments involving nurseries and primary schools, a proportion of spaces will be supported where this offers dedicated long-stay parking for non-motorised scooters.

8.11 Details of all cycle parking and associated facilities must be submitted at the pre-application stage and the full application stage in order for the Council to fully assess the transport implications of the proposals. Planning Conditions will be used to secure the provision and ongoing retention of facilities.

Accessible cycle parking facilities for non-standard cycles

8.12 The Council will seek to secure cycle parking that is accessible for all types of cycle including for disabled people or those using non-standard cycles. We encourage the use of non-standard cycles as they enable all types of users to cycle, including disabled people who can often find cycling on adaptive cycles easier than walking. Non-standard cycles are generally larger than standard cycles. The most common types include hand-cycles, tricycles, tandems and cargo bikes.

8.13 Cycle parking for non-standard cycles will be sought for all applications subject to Policy T1 in line with the standards set out in the London Plan. The London

Plan together with the London Cycling Design Standards require that at least 5% of the total number of cycle parking facilities are allocated for non-standard cycles. For larger developments or developments that are likely to generate a higher demand for non-standard cycle parking, such as but not limited to, supermarkets or food retail units with cargo bike deliveries, the Council will encourage that more than 5% of the cycle parking is allocated for use by non-standard cycles.

Where should the facilities be located?

8.14 Well located and secure cycle parking facilities, both at the start and destination of journeys, are a key factor in encouraging people to travel by cycle. Inaccessible cycle parking and a lack of supporting facilities, such as showers and lockers, can make cycling unappealing and, at times, impossible.

8.15 Cycle parking should be provided off-street, within the boundary of the site and close to the site entrance. Cycle parking needs to be accessible (in that everyone who uses a cycle can easily store and remove it from the cycle parking) and secure (in that both wheels and the frame can easily be locked to the stand). Security is a critical concern and careful consideration must be given to the location, design, enclosure and surveillance of all cycle parking.

8.16 The route to cycle parking from street level must be step free. If level access is unachievable, the cycle parking must be accessible via a ramp or a lift that is adequate in size to accommodate a cycle and its user. Lifts should measure a minimum of 2m x 2m, although where many users are likely to arrive at a similar time, for example at a large office development, lifts will not be an acceptable option, as convenient access would be compromised.

8.17 We will expect developments to cater for both long and short stay cycle users in separate cycle parking facilities. Long stay cycle parking should not be located in the short stay cycle store and vice versa because there are different security and location requirements for the two types of store. This is provided in more detail below.

8.18 It is important that all routes to cycle parking are well signposted and details are included in a Travel Plan where one is required.

8.19 Where existing cycling facilities are underused or of poor quality, the Council will seek that they are relocated and/or upgraded if necessary.

Long Stay Cycle Parking Facilities

8.20 The Council will secure the location of all long stay cycle parking (intended for stays of over an hour) to be within 50 metres of the building entrance. If the site

has on-site vehicular access and cycles share the route with motor vehicles, the route to the cycle parking must be clearly delineated and proposals must demonstrate that cyclists are safely accommodated.

8.21 Long stay cycle parking should be provided within the building, via an entrance that is overlooked, well lit and with secure access. Where this is not possible, for example for staff and pupil cycle parking at schools, the Council may consider external cycle parking if the development is secure and if the parking is fully protected from the weather.

8.22 For developments that require long stay cycle parking for staff, the Council will expect supporting facilities such as lockers, changing facilities, a drying room and showers to be provided. These should be located in such a way that is convenient and within close proximity to the cycle parking facilities. In addition, other basic cycle maintenance facilities, such as a pump and a cycle stand, would be welcomed. The provision and ongoing retention of supporting facilities will be secured as a planning condition which will be set out/specified in the Section 106 legal agreement for Travel Plans if applicable.

8.23 The Council will expect resident cycle parking to be located internally and where possible, via a secure entrance that is well lit and is overlooked. For larger developments, clusters of cycle stores are welcomed, although the Council may secure individual stores if, for example, the existing structure restricts the creation of a communal cycle store. For developments such as a new studio or a two bed flat, it is generally acceptable to include cycle parking within the individual unit (space permitting). The space required to accommodate cycles must however be in addition to the residential space standards set out in the London Plan and should be located close to the entrance.

8.24 The use of existing on-street facilities, such as ‘Sheffield’ stands on the public highway, will not be considered as these do not provide adequate security for long stay parking and this would reduce capacity for short stay parking.

8.25 Where it is has been demonstrated to the Council’s satisfaction that it is not possible to provide long stay cycle parking within a small development, such as conversion of a first floor residential property with no step-free access, the Council may consider, as a last resort, a financial contribution in lieu of long stay parking. This contribution will assist the Council in providing more long stay cycle parking (e.g. Bike Hangars) on the public highway and will be secured via a Section 106 legal agreement.

Short Stay Cycle Parking Facilities

8.26 Short stay cycle parking must be located within the curtilage of a development and must not be located on the public highway.

8.27 Parking for visitors should be clearly visible or clearly signed from the public highway. The cycle parking should be sited within 15 metres of a building entrance, or within 25 metres for larger mix-use developments where frequent surveillance is possible. In some circumstances it may also be appropriate to install CCTV, for example where the level of natural surveillance is inadequate.

8.28 Where it is has been demonstrated to the Council's satisfaction that it is not possible to provide short stay cycle parking within a small development, for instances such as redevelopments or extension applications that do not have an existing forecourt, the Council may consider a financial contribution in lieu of short stay parking. This contribution will assist the Council in providing more cycle parking on the public highway (i.e. CaMden M' stands) and will be secured via a Section 106 legal agreement.

Design and Layout of Facilities

Type of Stand

8.29 The Council requires the use of either CaMden M or Sheffield stands for the provision of off-street cycle parking as they meet the requirements in terms of accessibility and security for all types of cycle, provided they are laid out correctly.

8.30 We are willing to consider other forms of cycle parking, however proposals must meet our accessibility and security requirements and enable the frame and both wheels to be locked to the stand. Designs that require cycles to be lifted into place such as vertical and semi-vertical stands will not generally be supported because not all users are physically able to lift their cycle, and these facilities often do not provide sufficient space or locking capabilities.

Figure 8.1 Example of a 'CaMden M' stand - Broxapp

8.31 It is recognised that alternative options, such as two-tier cycle racks, can often accommodate more cycle parking within a smaller area than 'CaMden M' or 'Sheffield' cycle stands. Whilst two-tier racks are not considered as an appropriate alternative for all cycle parking, as half of the stands require an element of lifting a cycle onto the top rack, consideration will be given to a proportion of the provision being provided as ~~a~~ two-tier racks. This may be

appropriate, for example, in a large office redevelopment where there is limited space.

8.32 Other cycle stands, such as 'half height' Sheffield stands or a regular Sheffield stand with a tapping rail, is recommended by the Council. This allows the frame of non-standard cycles, to be locked to the stand.

8.33 It may be appropriate to install surface-mounted or retractable ground anchors, which can be easily used by larger, freestanding cycles. The Council may consider this type of facility alongside other security measures in place, for example, if located in a locked cycle store with single or limited access, or where CCTV is (or will be) installed.

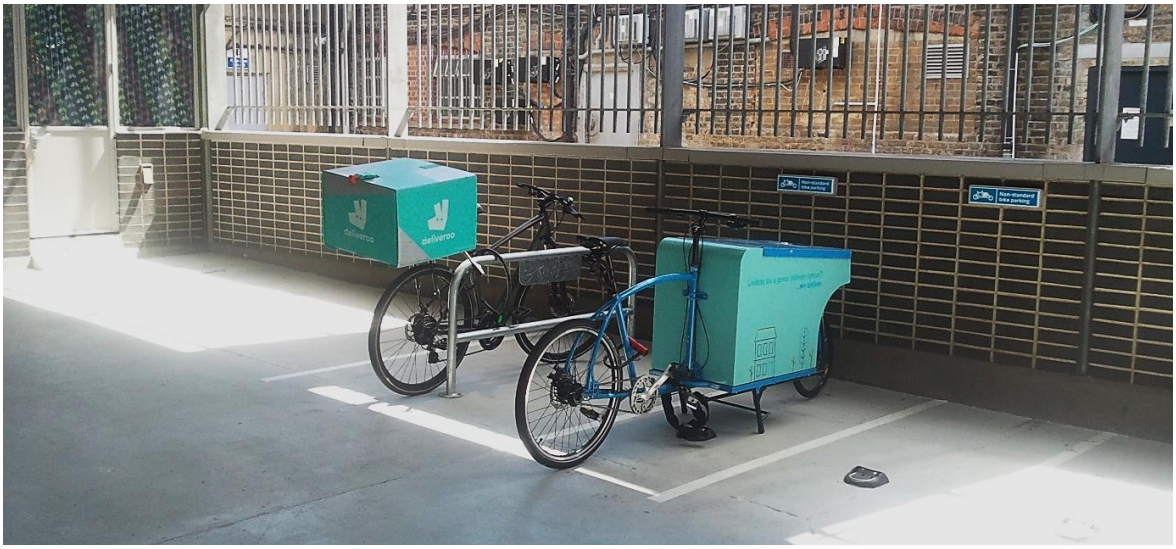


Figure 8.2 Parking clearly denoted for non-standard cycles at Finsbury Park Station

8.34 Any non-standard cycle parking spaces must be clearly signposted and/or identified with ground markings denoting they are for non-standard cycles.

8.35 All proposed cycle parking must include the stand's specification as supporting evidence for the planning application.

CaMden M / Sheffield Stand Layout

8.36 Each CaMden M/Sheffield stand can accommodate two bicycles, one on either side, provided there is sufficient clearance next to the stand and sufficient circulation space so that all cycle parking spaces can be accessed.

8.37 CaMden M stands and Sheffield stands (preferably with a tapping rail) should be provided as set out in TfL's London Cycling Design Standards (figure 8.3).

In order for both the wheels and the frame of the cycle to be secured, locking points should be located roughly 600mm apart and 500mm above the ground.

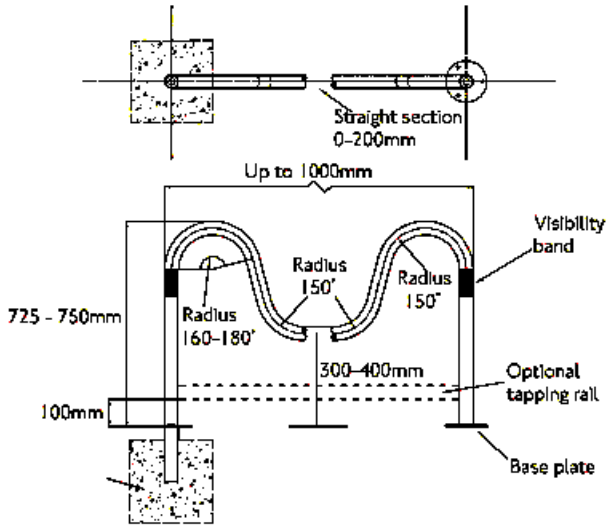


Figure 8.3 CaMden M Stand Plan and Elevation (TfL)

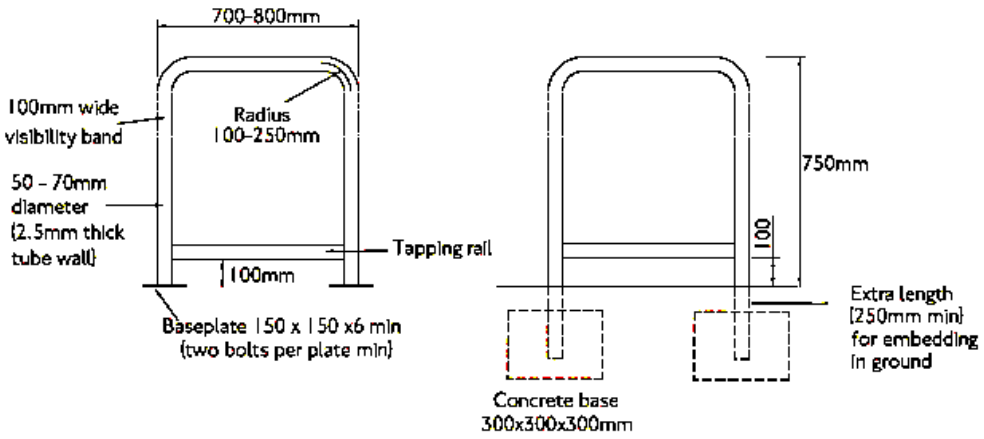


Figure 8.4 Sheffield Stand Plan and Elevation (TfL)

8.38 Adjacent stands for standard cycles must be located 1000mm apart as the general footprint required for each cycle is 500mm in width and 1800mm in length.

8.39 As a general principle, cycle parking should be provided in small clusters. This not only has security benefits but results in a higher number of 'end spaces' which provide more space for wider, non-standard cycles. A larger footprint is required to accommodate a non-standard cycle as, typically, non-standard cycles are 1200mm wide and 2500mm in length. Adjacent stands specified for

non-standard cycles must therefore be located 2500mm apart and at least 2500mm must be allocated to accommodate the length.

8.40 If a stand is next to a physical obstruction, such as a wall or a vehicular path, there must be at least 750mm (standard cycles) and 1450mm (non-standard cycles) between the stand and the physical obstruction to enable both sides of the stand to be used. If a stand is to be placed close to a wall or other physical obstruction so that only one side of it can be used (i.e. only one cycle can be locked to it), there must be at least 300mm between the stand and the physical obstruction.

8.41 Aisles around the cycle store must be at least 1800mm in width for standard cycles and 2500mm in width for non-standard cycles. This provides adequate space for users to walk next to their cycle and turn if necessary. An example cycle store, showing various layout options for standard cycles, is shown in Figure 8.5 below.

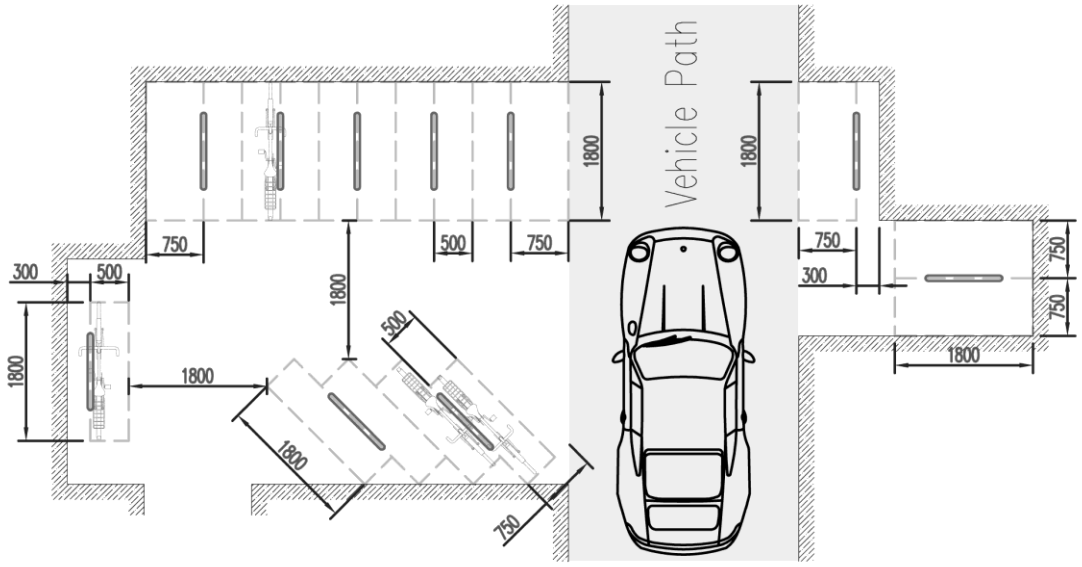


Figure 8.5 CaMden M/Sheffield Cycle Stand Siting for standard cycles

Two-tier Cycle Parking Layout

8.42 While secure, the two-tier system can generally only accommodate standard cycles, and not all users are able to operate the top rack. Therefore, only a proportion of the cycle parking required will be acceptable as this type of facility and the majority of the parking provided must be CaMden M/Sheffield stands.

8.43 Where appropriate, a two tier cycle parking system can be used where there is a ceiling height of at least 2600mm, or as set out in the stand's specification if more.

8.44 In order to enable the top tier to be used, at least 2500mm of clearance in front of the stand is required between rows of stands, walls or other obstructions. The stands can be arranged at different orientations (angles) provided there is 2500mm clearance in front of the rack and aisles around the cycle store are at least 1800mm (standard cycles) and 2500mm (non-standard cycles).

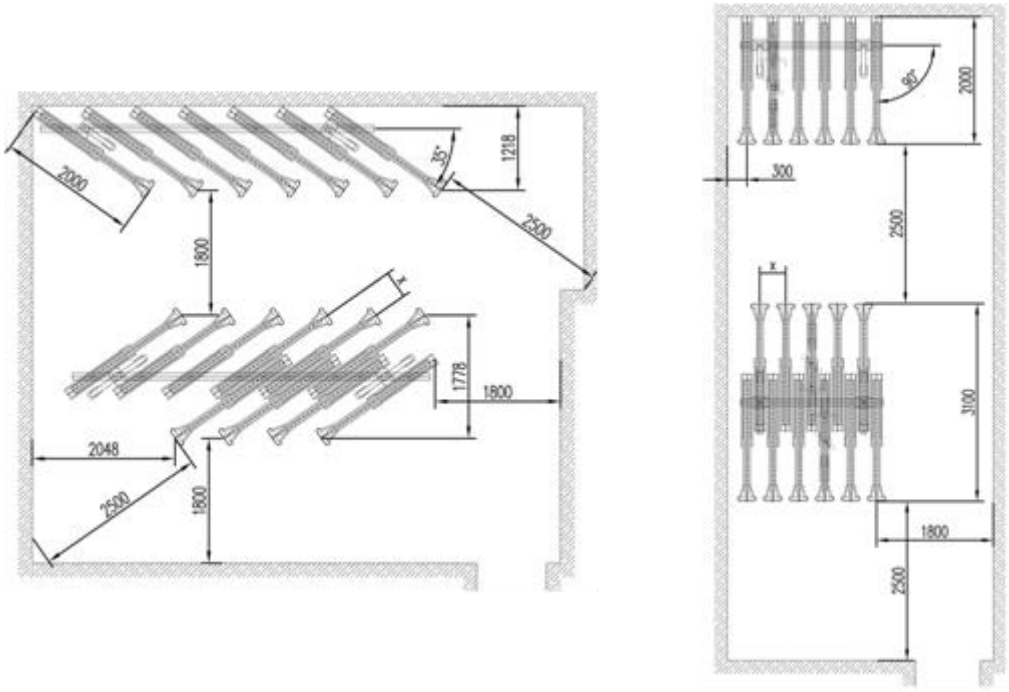


Figure 8.6 Two-tier Cycle Stands Siting for standard cycles

Bike hangars

8.45 Bike hangars provide a covered and secure solution to long-term cycle parking and an effective way to protect bikes from tough weather conditions and vandalism. The Council will always seek to secure long stay cycle parking provision within buildings. However, the provision of bike hangars within sites will be considered in exceptional circumstances (e.g. if step-free access to a potential bike store at basement level cannot be provided). The Council may also seek financial contributions from developers towards the provision of bike hangars on the public highway where long stay cycle parking cannot be provided on site. This would however be a last resort as the Council expects all long stay cycle parking to be provided within site boundaries.

Folding bicycles

8.46 The Council will support applications which provide lockers or space for folding bicycles over and above the London Plan minimum requirements for standard bicycles. However, the provision of space for folding bicycles is generally not an acceptable alternative to conventional cycle parking, as these cycles are only used by a minority of cycle owners, tend to be less affordable and can present difficulties for some users. An exception may be applied for office developments in the Central Activities Zone, where the location of rail termini lends itself to greater levels of folding bicycle use. This should only be applied for up to 10 per cent of long-stay spaces and where the full provision could not otherwise be provided.

Cycle hire schemes

8.47 Cycle hire schemes cater for a different type of cyclist and will not be considered as cycle parking. The Council and Transport for London may however seek financial contributions from developers towards increasing the existing supply of such schemes where demand exists.

Door widths and automated openings

8.48 It is often difficult to pass through multiple sets of doors with a cycle. Applicants will be required to adhere to TfL's London Cycling Design Standards which require users to access the cycle parking area by passing through no more than two sets of doors, with a recommended minimum external door width of 2 metres. All doors to a cycle parking area should be automated – push button or pressure pad operated.

8.49 Internal door widths of a minimum of 1.2m are required for a user to navigate easily and details of this should be included on all proposed plans.

Further information

In addition to the guidance provided in this document reference should also be made to TfL's London Cycling Design Standards.

Other supporting documents include:

- Wheels for Wellbeing Cycle Infrastructure Guidance
- Interim Advice Note 195/16 Cycle Traffic and the Strategic Road Network IAN 195/16
- Manual for Streets

9. Pedestrian and Cycle Movement

KEY MESSAGES

- All developments must have due regard to the safety, ease of movement and the quality of pedestrian and cycle facilities for people moving to and within a site.

9.1 This section relates to Local Plan Policy T1 (Prioritising walking, cycling and public transport) and Policy D1 (Design). It provides guidance on the design and layout of pedestrian and cycle facilities and aims to ensure that a good quality and accessible environment is provided.

9.2 The Council will consider the impacts of movements to, from and within a site and will support applications that encourage sustainable travel. This section should be read in conjunction with Section 2 (Assessing Transport Capacity) and Section 7 (Vehicular Access) of this CPG where applicable.

9.3 The following section includes guidance on:

- The design and layout of public spaces;
- Ease of pedestrian and cycle movement (permeability);
- Safety; and
- Legible London.

When does this apply?

9.4 This guidance applies to planning applications that involve a change in the way that a site is accessed, how people move in and around the site or when there is a change in the number of movements to or within a site. It also applies to applications where vehicle movements affect pedestrians and cyclists.

9.5 The term ‘footways’ used throughout this guidance refers to footways both on private land and on the public highway.

The design and layout of streets and public spaces

9.6 In line with Local Plan Policies T1 and D1, we will seek to secure high quality design in development. We will seek improvements to streets and spaces, both on and off site to ensure good quality access and circulation arrangements for

all. This includes improvements to existing routes, footways, footpaths and cycling infrastructure that serve the development.

9.7 Key considerations to be given to the movement of people in and around a site include the following:

- Ensuring the safety of vulnerable road users, including children, elderly people and people with mobility difficulties, sight impairments, and other disabilities;
- Maximising pedestrian and cycle accessibility and minimising journey times making sites 'permeable';
- Providing stretches of continuous footways without unnecessary crossings;
- Making it easy to cross where vulnerable road users interact with motor vehicles;
- Linking to, maintaining, extending and improving the network of pedestrian and cycle routes;
- Maximising safety by providing adequate lighting and overlooking from adjacent buildings;
- Taking account of surrounding context and character of the area;
- Providing a high quality environment in terms of appearance, design and construction, considering Conservation Areas and other heritage assets, and using traditional materials (such as natural stone), SuDS and planting (trees, pocket parks etc.) where appropriate;
- Investing in the public realm to create inclusive spaces that support greater social interaction (places to sit, sheltered, not too noisy, safe etc);
- Use of paving surfaces which enhance ease of movement for vulnerable road users;
- Avoiding street clutter and minimising the risk of pedestrian routes being obstructed or narrowed, e.g. by footway parking or by unnecessary street furniture; and
- Having due regard to design guidance set out in the Camden Streetscape Design Manual, TfL's London Cycling Design Standards, TfL's Pedestrian Comfort Level Guidance and TfL's Healthy Street Indicators.

9.8 In line with Local Plan Policy A1, where developments generate the need for works to the public highway these should be funded by the developer and implemented by the Council in order to ensure construction is to a suitable standard for adoption. Refer to Section 2 (Assessing Transport Impact) of this CPG for situations when this may be required.

Pedestrian and Cycle Permeability

9.9 Pedestrian and cycle routes through a site must be direct and legible, following the natural desire line, and must be easy and safe to walk and cycle through via step-free access. The Council will resist proposals that seek to 'gate' an area or community or restrict access through a site at certain times.

9.10 Footways or footpaths must be wide enough for two people using wheelchairs, or prams, to pass each other, although we seek to maximise the width of footways wherever possible. Reference must be made to TfL's Pedestrian Comfort Level Guidance (PCL) guidance which sets out minimum widths based on footways in different environments and pedestrian flows. The Manual for Streets also provides guidance on this.

9.11 We will seek a PCL assessment for applications where a development will:

- change the way the site is accessed; or
- result in an increase to the number of trips to and from the site.

The PCL assessment should be submitted as part of the overall transport assessment, as set out in Section 2 of this guidance.

9.12 The design of cycle routes must be in line with the minimum widths set out in TfL's London Cycling Design Standards (LCDS) and must accommodate all types of cycle including wider non-standard cycles such as cargo bikes or cycles adapted for disabled users. More information on the types of cycle can be found in Section 8 (Cycling Facilities) of this CPG.

9.13 Where shared surfaces are proposed, involving vulnerable road users and vehicles using the same space, traffic management measures should also be used to reduce vehicle speeds. Measures to reduce vehicle speeds should not limit visibility for pedestrians and vehicles, and must not prejudice safety. Further measures to promote safety include:

- The removal of parked vehicles from the shared surface to avoid potential conflicts; and
- Provision of clear routes and surface textures to assist orientation of people with visual impairments.

9.14 The footprint of a development adjacent to the pedestrian footway should not include projections into the footway, nor should it include recesses within the building outline. The back of the footway must be free from obstruction to assist visually impaired users and to avoid unwanted gathering of litter and antisocial behaviour.

9.15 The Council will resist proposals that involve the opening of external doors or gates onto footways or footpaths, other than those required for emergency escape routes and electricity sub-stations, as they raise safety concerns, and can obstruct pedestrians. Any doors or gates which need to open outwards will need to be carefully located to minimise the impact on pedestrians using adjacent footways and footpaths.

9.16 Footways should be designed with frequent and convenient road crossing points for pedestrians. The Council will seek to secure financial contributions to provide new and improved pedestrian crossings where this would be necessary to make a development acceptable in planning terms.

Lighting, signage and street furniture

9.17 Footways and footpaths should be well lit and well signed, but with care to avoid light pollution and obstructions. Wherever possible, lighting and signs should be placed on buildings or existing street furniture to minimise clutter.

9.18 The installation of seating, bus shelters, litter bins and cycle parking is encouraged in association with new footways and footpaths provided that it will improve the pedestrian environment or encourage the use of sustainable modes of transport. They must be positioned so that they do not interrupt the pedestrian desire line and so they do not interrupt the minimum area of footway or footpath designated for pedestrians as set out within TfL's Pedestrian Comfort Level guidance.

9.19 Applications for new telephone kiosks on the public highway will be resisted by the Council where proposals would result in a detrimental impact on pedestrians and/or the street environment. Applications of this nature must demonstrate that they would not interrupt the minimum area of footway or footpath required and would not impede or obstruct the desire lines for pedestrian movement. This is particularly important for people with protected characteristics such as people who are blind or partially sighted. The position of the kiosk must be within the existing street furniture zone and must not compromise highway safety or prevent kerbside activity such as loading/unloading and parking.

9.20 Any minimum standards for footway widths should not be used to justify the provision of unnecessary street clutter or any reduction in footway or footpath widths. The Council will take into account the full unobstructed width when assessing proposals.

Tables and chairs

9.21 The Council will sometimes licence the placing of tables and chairs on the footway in association with adjacent cafes and similar uses. The area where tables and chairs may be placed must be designated and must not interrupt the area of footway available for pedestrian movement. Applicants must demonstrate that the design does not impact on the pedestrian comfort level and provides adequate footway width as set out in TfL's Pedestrian Comfort Level guidance.

9.22 The licence will specify permitted hours, after which the removal of tables and chairs will generally be required. Further guidance on tables and chairs is provided in Camden Planning Guidance document CPG Town Centres and on Camden's Tables and Chairs website.

Security

9.23 Footpaths independent of roads can be beneficial in terms of following the most direct routes for pedestrians and creating pleasant environments. To provide security for pedestrians and cyclists, and discourage anti-social behaviour, designs should consider:

- Lighting;
- Maintaining clear and unobstructed sightlines along the entire length of newly created routes;
- Natural overlooking from adjacent buildings; and
- The appropriateness of soft landscaping measures (e.g. trees and planting).

Pedestrian wayfinding signage

9.24 The Council will seek wayfinding signage on both the public highway and private land for developments that contain:

- Key routes to or though the site;
- Decision points, arrival points and places where pedestrians are likely to gather;
- Complex spaces; and/or
- Where a site is located near to areas or points of specific interest including civic spaces and public buildings.

9.25 Legible London was set up by Transport for London (TfL) in partnership with London boroughs to create a standard pedestrian wayfinding and signage system for central and inner London. It is a map-based system which gives users a good understanding of the surrounding area and encourages them to

choose their own route to a specific destination. Such signing is useful in encouraging people to make short journeys on foot rather than by motor vehicle or public transport.

9.26 Developments in appropriate locations will be expected to provide contributions to wayfinding signage on the public highway in order to mitigate the increased level of activity their development generates and to encourage trips to be made by sustainable modes of transport. Refer to Section 2 (Assessing Transport Impact) of this CPG for further information.

10. Petrol Stations

10.1 There are currently four active petrol filling stations in the borough on sites at:

- 104A Finchley Road;
- 215 Haverstock Hill;
- 55 Chalk Farm Road (Morrison's Supermarket); and
- 196 Camden Road

10.2 The Council strongly supports car-free development and our Transport Strategy aims to reduce car use and ownership throughout the borough. However, we recognise that existing petrol stations serve essential car users and may have a role in supporting the transition from petrol and diesel vehicles to low emission vehicles (e.g. electric) and automated vehicles. Where there is a proposal to redevelop an existing petrol filling station, the Council will expect the impact on the road network (e.g. vehicle miles travelled) and the Borough's residents to be thoroughly examined. This should include considering the number of visits to an existing petrol station as well as mapping of alternative facilities, including any supermarkets that supply petrol.

10.3 The Council will support proposals enabling the continued operation of the borough's petrol filling stations for the refueling of vehicles as the principle use of the site (Sui Generis). This could include remodeling to facilitate new technologies such as electric vehicle charging points and the provision of other low emission fueling options such as hydrogen.

Appendix A: Thresholds for Transport Assessments and Transport Statements

The table below gives guidance on the scale of development that is likely to generate a significant travel demand and thus would require either a Transport Assessment or Transport Statement.

Land Use	Guideline floorspace threshold for Transport Statement	Guideline floorspace threshold for Transport Assessment
A1 - Shops	500 sqm GFA or more	1,000 sqm GFA or more
A2 - Financial and Professional Services		
A3 - Restaurants and cafés	250 sqm GFA or more	5,000 sqm GFA or more
A4 - Drinking establishments		
A5 - Hot food takeaway		
B1 – Business	1,000 sqm GFA or more	2,500 sqm GFA or more
B2 - General Industry		
B8 - Storage and Distribution		
C1 – Hotels	10 beds or more estimated at 200 sqm GFA or more	50 beds or more, estimated at 1,000 sqm GFA or more
C2 - Residential Institutions	Always sought where justified by travel demand or transport conditions	Always sought where justified by travel demand or transport conditions
C3 – Dwellings	10 units or more	25 units or more
Student housing	Will be considered as 'C3 dwellings' above where one student bed will be considered to be equivalent to 1 unit.	
D1 - Non-residential institutions	Always sought where justified by travel demand or transport conditions	Always sought where justified by travel demand or transport conditions
D2 – Leisure	500 sqm GFA or more	1,000 sqm GFA or more
Sui generis	Will be considered as the nearest equivalent use	

Where a development is formed of multiple land use classes whose floorspace falls below the threshold guidance set out in the table above individually but collectively exceeds the minimum guidelines, a Transport Assessment or Statement would also be required.

In some circumstances where a development has travel patterns of a larger development, for example a significant number of person trips or vehicular trips per day, but falls below the floorspace guidelines set out above, the Council may also require a Transport Assessment or Statement if deemed necessary.

Appendix B: Scope of Transport Assessments and Statements

The table below gives guidance on what should typically be included in a Transport Assessment or Transport Statement. The guidance is designed to be a rough guide and applicants are advised to determine the full scope with the Council early on in the planning application stage. Assessments should specify how any baseline conditions or projections are influenced by the timing of local school holidays. The Council expects assessments to consider the impact on traffic flows on days that local schools are operational. Developers are advised to discuss and agree the scope of supporting traffic surveys (including any parking beat surveys) with the Council.

Section	Topic
Introduction & Background	Site location
	Planning designations
	Full Description of development proposals
	Details of any previous applications (if applicable)
	Design and Access Statement
Baseline Conditions - Micro	Existing land use with floor areas
	PTAL
	Pedestrian facilities, including details of any stepped free access
	Cycle parking - inc. details of cycle parking for non-standard cycles
	Car parking - inc. details of EVCPs / car clubs etc. (if applicable)
	On-street loading provision
	On-street parking controls and usage
	Delivery and servicing facilities
Baseline Conditions - Neighbourhood	Collision analysis
	Walking and cycling trip attractors
	Pedestrian network – existing routes & facilities (inc. audits)
	Cycle network – existing routes & facilities (inc. audits)
	Pedestrian and cycle flows
	Traffic flows including operational traffic flows
	Pedestrian comfort levels
	Junction capacities

	Public transport services, routes, frequencies, accessibility & stops
	Public transport capacity
	Taxi rank locations (if applicable)
Baseline Conditions - Network	Cycle network – existing routes & facilities (inc. audits)
	Cycle flows
	Traffic flows including operational traffic flows
	Junction capacities (if applicable)
	Public transport services, routes, frequencies, accessibility & stops
	Public transport capacity
Section	**Topic**
Trip Generation - Existing and Future trips*	Total generated
	Mode split
	Trip distribution
	Temporal breakdown
	Source data and methodology
	Delivery & servicing trip distribution/timing
Construction	Anticipated build period
	Total construction trips generated
	Construction routes
	Impacts on pedestrian and cyclist routes and facilities
Impacts - Micro	Pedestrian facilities, including details of any stepped free access
	Cycle parking - inc. details of cycle parking for non-standard cycles
	Car parking - inc. details of EVCPs / car clubs etc. (If applicable)
	On-street loading provision
	On-street parking controls and usage
	Delivery and servicing facilities
Impacts - Neighbourhood	Pedestrian network – routes & facilities (inc. audits)
	Cycle network – routes & facilities (inc. audits)
	Pedestrian and cycle new demand
	Predicted traffic flows including operational traffic flows (if applicable)
	Pedestrian comfort levels for new demand

	Junction analysis for new demand (if applicable)
Impacts – Neighbourhood (continued)	Public transport services, routes, frequencies, accessibility & stops
Impacts - Network	Cycle network – routes & facilities (inc. audits)
	Traffic flows including operational traffic flows (if applicable)
	Junction capacities for new demand (if applicable)
	Public transport services, routes, frequencies, accessibility & stops
Cumulative Impacts	Local additional development impacts
Section	**Topic**
Mitigation	Cycling/walking improvements
	Road network improvement measures (if applicable)
	Public Transport network improvement measures (if applicable)
	Travel Plan
	Delivery and Servicing Plan
	Car Park Management and Reduction Plan (if applicable)
	Construction Management Plan
	Planning obligations / section 106 Mitigation Measures

* The TRICS database should be used to inform trip generation where sites with recent surveys and comparable characteristics such as land use, scale, PTAL and car parking must be used. Details of the criterion must be included in the TA.

Appendix C: Examples of on-site, highways and public transport contributions

A whole range of developments may require works to be carried out to the surrounding streets and public spaces to ensure that the site can be safely accessed, and to allow a new development to properly and safely function, and could include any of the items listed below.

Site specific works could include:

- a connection to a public highway;
- alterations and improvements to junctions;
- new or improved footways and pedestrian facilities;
- new or improved cycle routes and cycle stands;
- new traffic islands/refuges;
- pavement reinstatement and resurfacing;
- new or improved crossings and traffic control signals;
- crossovers;
- road closures / stopping up;
- road realignment and/or widening;
- bridge works;
- traffic reduction and calming measures;
- parking management schemes/revisions to a CPZ;
- Traffic Regulation Orders, e.g. loading areas;
- works and improvements to canals and waterways.

Other site specific public realm works may include:

- retention, repair or reinstatement of historic surface treatments;
- making access to a new development easier and safer for disabled people;
- trees on streets, public or private open spaces;
- street furniture (in some cases removal/rationalization of street furniture would be appropriate);
- improved street lighting;
- associated signage;
- public art – either within public areas or on private land visible from the street;
- CCTV;
- associated drainage works;
- specific site related conservation area enhancement; and specific area initiatives, e.g. town centre improvements.

Where public transport provision is not adequate to serve a development, and the absence of such provision would make a development unacceptable the Council may seek a contribution to public transport provision. This will be informed by the findings of the transport assessment.

Examples of contributions the Council may seek are:

- contributions to existing provision so that they can serve the development better (e.g. enhancing routes to stops, providing shelters, better seating and real-time information at stops, or increasing service frequencies); and

- seeking contributions towards pooled funds to be used towards a particular provision or type of provision (examples could include funds for bus priority measures extending some distance along a route, for an extension to a route, or for a co-ordinated series of measures across an area to make public transport safer at night).

Appendix D: Thresholds for Travel Plans

The table below gives guidance on the scale of development that is likely to generate the requirements of a Travel Plan. The guidelines are intended to be a rough guide. Specific requirements should be discussed with the Council during the planning application stage.

Development Use	**Local Level Travel Plan**	**Strategic Level Travel Plan**
Shopping Centre	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
A1 food / non- food retail	More than 20 staff but less than 1,000sqm	Equal or more than 1,000sqm
Garden centres	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
A3/A4/A5 food and drink	More than 20 staff but less than 750sqm	Equal or more than 750sqm
B1 including offices	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
B2 industrial	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
B8 Warehouse and distribution	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
C1 hotels	More than 20 staff but less than 50 beds	Equal or more than 50 beds
C3 residential	Between 50 and 80 units or where justified by travel demand or transport conditions	Equal or more than 80 units or where justified by travel demand or transport conditions
Student housing	Will be considered as ‘C3 dwellings’ above where one student bed will be considered to be equivalent to 1 unit.	
D1 hospitals / medical centres	Between 20 and 50 staff	Equal or more than 50 staff
D1 schools	All developments to have a school travel plan	All developments to have a school travel plan

D1 higher and further education	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
D1 Museum	More than 20 staff but less than 100,000 visitors annually	Equal or more than 100,000 visitors annually
D1 places of public worship	More than 20 staff/volunteers but less than 200 members/ regular attendees	Equal or more than 200 members/ regular attendees
Development Use	**Local Level Travel Plan**	**Strategic Level Travel Plan**
D2 assembly and leisure (other than stadia)	More than 20 staff but less than 1,000sqm	Equal or more than 1,000sqm
D2 stadia	More than 20 staff but less than 1,500 seats	Equal or more than 1,500 seats
Sui generis	Will be considered as the nearest equivalent use	

In addition to Camden's own requirements, Transport for London recommends that a Travel Plan be submitted for any residential development of over 50 units. TfL's thresholds can be found on their website here