Advice note

Travel Plans: Monitoring and Measures Financial Contribution to be secured via Section 106 Agreement

In July 2012 Camden's Cabinet agreed to the introduction of a £60/hour formal charge to support the review and approval of submitted draft Travel Plans (TPs) and ongoing monitoring and verification of the operation of approved TPs, to be secured as part of Section 106 agreements. This charge has therefore been applicable since July 2012 and applies to development schemes that are required to provide a TP.

The charging approach is consistent with the approach currently being taken for the implementation of Construction and Demolition Management Plans as part of Section 106 agreements, and has been introduced in order to help meet the significant costs involved in assessing draft TPs as well as monitoring and verification of approved TPs.

Standard charging rate: £60 charge for officer time per hour (including VAT).
The £60 hourly rate will allow the Council to set charges that address the specific impacts and issues of each development scheme. However, indicative standard charges per development type are set out below to provide an indication of the levels of charges that can be expected. Applicants will be advised where the fee will be different to the rates indicated below, as determined by site-specific circumstances.

Travel Plans: Monitoring and Measures Financial Contribution - indicative charging rates as of April 2019 (see thresholds on following page) - rates to be reviewed annually	
Local Level Travel Plans	**£4,809**
Strategic Level Travel Plans	**£9,618**

The TP Monitoring and Measures Financial Contribution will be used to fund the specific technical inputs and sign off that are required to ensure that the obligation is complied with and to ensure that the planning objectives we are seeking to secure are actually achieved.

The Travel Plan financial contribution is secured for the 'monitoring and measures' of each Travel Plan. Therefore one third of the fee collected for each Travel Plan will be put towards the implementation of sustainable travel measures such as Cycle Skills Training, The Cycle Loan Scheme and the Community Cycling Programme which are all delivered by the Council.

Both local and strategic level TPs are monitored and reviewed 4 times over a 5 year period. Therefore, each type of TP will initially be reviewed once the planning application has been approved and then reviewed and monitored again following occupation of a completed development at the end of Years 1, 3 and 5, resulting in 4 chargeable reviews. The other two thirds of the fee for each TP is therefore used for monitoring the Travel Plan itself and accordingly split as follows: Year 0 - 30%, Year 1 - 30%, Year 3 - 20%, and Year 5 - 20%.

The following thresholds as written down in Transport for London Travel Planning Guidance (2013) are used for each use class to determine the requirement for a travel plan and associated implementation support contribution for each development:

Land Use	Local Level Travel Plan (£4,809)	Strategic Level Travel Plan (£9,618)
Shopping Centre	More than 20 staff but less than 2,500m^2	Equal or more than 2,500m^2
A1 food/ non- food retail	More than 20 staff but less than 1,000m^2	Equal or more than 1,000m^2
Garden centres	More than 20 staff but less than 2,500m^2	Equal or more than 2,500m^2
A3/A4/A5 food and drink	More than 20 staff but less than 750m^2	Equal or more than 750m^2
B1 including offices	More than 20 staff but less than 2,500m^2	Equal or more than 2,500m^2
B2 industrial	More than 20 staff but less than 2,500m^2	Equal or more than 2,500m^2
B8 Warehouse and distribution	More than 20 staff but less than 2,500m^2	Equal or more than 2,500m^2
C1 hotels	More than 20 staff but less than 50 beds	Equal or more than 50 beds
C3 residential	Between 50 and 80 units	Equal or more than 80 units
Student Housing	Will be considered as ‘C3 dwellings’ above where one student bed will be considered to be the equivalent of 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 2,500m^2	Equal or more than 2,500m^2
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
D2 assembly and leisure (other than stadia)	More than 20 staff but less than 1,000m^2	Equal or more than 1,000m^2
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	Will be considered as the nearest equivalent use