Sustainable Transport SPD

LOCAL DEVELOPMENT FRAMEWORK

ROYAL BOROUGH OF KINGSTON UPON THAMES

Adopted - May 2013

Royal
Kingston

Contents

1 Background

Introduction

Objective and Purpose

1.1 The objective of this Supplementary Planning Document (SPD) is to ensure that development in the Borough does not adversely impact on, and where possible, enhances the safety, efficiency and sustainability of the transport network.

1.2 The purpose of this SPD is to:

   a. Provide further information and guidance to policies in the Royal Borough of Kingston (RBK) Core Strategy (April 2012)
   b. Explain what information should be provided with applications for planning permission

1.3 The Sustainable Transport SPD does not create policy; it provides guidance and advice for the implementation of Core Strategy (2012) policies and will be used to consider the sustainable transport aspects of planning applications and, as such, is a material consideration in their determination. Planning applications will be decided in accordance with the policies of the relevant Development Plan, which in Kingston comprises The London Plan (2011), Local Development Framework (LDF) Core Strategy (2012), Kingston Town Centre Area Action Plan (K+20) (2008), the South London Waste Plan (2012), and the Community Infrastructure Levy Charging Schedule DPD.

1.4 This SPD is one of the documents in the Council's Local Development Framework (LDF). It provides further guidance to Development Plan Documents (DPDs), such as the Core Strategy (2012), Kingston Town Centre Area Action Plan (K+20) (2008) and other SPDs that have been (or are in the process of being) adopted by the Council.

1.5 Providing developers with clear guidance on the practical application of the Core Strategy (2012) policies will clarify the intent of the policies, result in the submission of high quality planning applications, and reduce Council requests for amendments to applications. This will speed up the planning process and ensure high quality transportation outcomes from development.

1.6 The Core Strategy (2012) and this SPD also support and help achieve the aspirations of the Council's Second Local Implementation Plan (LIP2) (adopted in 2011), which forms the transport plan for the Borough.

Information Required to be Provided with a Planning Application

1.7 This SPD provides further information on what applicants need to provide to demonstrate that the development satisfies the requirements of the Development Plan. These requirements are discussed in detail throughout this SPD and also summarised in the form of a checklist, which is provided in Appendix 1. It is anticipated that this SPD and the checklist will help developers to identify what transport information they should submit with their application which should speed up the planning process and ensure a high standard of planning application.

1.8   Historically, when submitting a planning application, developers have had to refer to extensive transport guidance in other documents to find examples of best practice and then interpret how it should be applied in the Royal Borough of Kingston. This SPD has been designed to reduce this burden for developers and clarifies how various transport guidance and policy should be applied in the Borough.

1.9   Where possible, the main points applicable to the Borough's local circumstances have been extracted from other documents to provide concise and easy to interpret requirements for developers. For smaller developments, these extracts will often provide sufficient guidance and the developer may not need to refer to the document from which the guidance came. However, for larger and more complex developments the developer will usually need to refer to the guidance documents referenced in this SPD to ensure they adequately address transport considerations and submit an appropriate planning application.

Links to Planning Obligations SPD

1.10   The Sustainable Transport SPD outlines transport related requirements that development proposals should satisfy. In addition, development proposals may be subject to transport related financial contributions as outlined in the Council's Planning Obligations SPD [1].

1.11   The Council is currently working on a Community Infrastructure Levy Charging Schedule and, in future, proposed development may be subject to financial obligations as identified in this document.

1.12   The financial contributions required by the Planning Obligations SPD and the Community Infrastructure Levy Charging Schedule do not preclude the requirement for infrastructure or measures required to mitigate the adverse effects of development.

Policy Context

1.13   There are several other documents that may need to be considered in conjunction with the information in this SPD; these are referenced throughout this document and presented in a reference list in Appendix 13. This document also provides further information about what applicants need to provide to show that proposed development meets the requirements of policies in the Council's Core Strategy (2012) and The London Plan (2011).

1.14   The document is a significant material consideration in helping the Council, the Mayor of London and the Government make decisions on planning applications and the following Core Strategy (2012) and London Plan (2011) policies should be adhered to:

Kingston Core Strategy (2012) policies:

- Policy CS5 Reducing the Need to Travel
- Policy CS6 Sustainable Travel
- Policy CS7 Managing Vehicle Use
- Policy DM8 Sustainable Transport for New Development

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1   Visit: www.kingston.gov.uk/planning_obligations (Transport contributions are found on pages 21-23)

The London Plan (2011) policies:

- Policy 3C.1 Integrating transport and development
- Policy 3C.2 Matching development to transport capacity
- Policy 3C.3 Sustainable transport in London
- Policy 3C.9 Increasing the capacity, quality and integration of public transport to meet London's needs
- Policy 3C.11 Phasing of transport infrastructure provision and improvements
- Policy 3C.12 New cross-London links within an enhanced national rail network
- Policy 3C.13 Improved Underground and DLR services
- Policy 3C.14 Enhanced bus priority, tram and busway transit schemes
- Policy 3C.21 Improving conditions for walking
- Policy 3C.22 Improving conditions for cycling
- Policy 3C.23 Parking strategy
- Policy 3C.24 Parking in town centres
- Policy 6.13A Parking

Transport Characteristics

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1.15 Wherever possible the following transport characteristics in the Borough should be considered when assessing how development proposals may contribute to the enhancement of the transport network :

- Much of the Borough is relatively inaccessible by public transport, as shown by poor Public Transport Accessibility Levels (PTALs). It is important that most development is directed to locations that are readily accessible by public transport. The lack of public transport accessibility also increases the importance of walking and cycling as modes of transport and development should enhance, encourage and provide for these modes.

- Kingston is served by two modes of public transport: trains and buses. Due to the lack of underground or tram services, poor orbital rail links, and large areas with low train frequencies, the Borough is heavily reliant on its extensive bus network to provide acceptable levels of public transport accessibility. Accordingly, it is important that bus services and facilities are protected and, where possible, enhanced. A map of the Borough's bus routes can be found in Appendix 8.

- There are ten train stations within the Borough, plus Motspur Park train station which is located approximately 50 metres from the Borough boundary. Surbiton station benefits from high frequency services including express services to Waterloo, and consequently attracts a large number of commuter trips to London. New Malden station is served by six to eight trains per hour. Kingston, Norbiton, Worcester Park, and Motspur Park stations are served by four to six trains per hour, and Berrylands, Malden Manor, Tolworth, Chessington North and Chessington South stations are all served by two trains per hour.

- The majority of bus services in Kingston are provided by Transport for London (TfL); these being mostly contained within the London (Greater London Authority) boundary, although some extend into Surrey. Surrey County Council also provides some bus services that enter the Borough; all of which terminate in Kingston Town Centre.

- Kingston's relatively flat topography means it is suitable for cycling. The Borough has a reasonable level of cycling infrastructure, which is continuously being improved. It is also one of TfL's thirteen designated 'Biking Boroughs' and has an ongoing commitment to promote cycling and improve cycling facilities. The Borough's Strategic Cycling Network, including proposed cycling routes, is shown on the LDF Proposals Map and in Appendix 8 of this SPD.

- Generally the Borough's provision of walking routes is considered high quality, although there are still opportunities to improve and expand this network. The Borough's Strategic Walking Network, including proposed walking routes, is shown on the LDF Proposals Map and in Appendix 8 of this SPD.

- The main freight generators in the Borough are Kingston Town Centre, the District Centres (Surbiton, New Malden and Tolworth), various industrial sites, and Villiers Road Waste Site. The vast majority of the Borough's freight is road based. To minimise the impact of freight on sensitive activities and enforce preferred freight routes there are several areas of the Borough that are subject to freight restrictions, as illustrated in Appendix 10.

- The Borough experiences high levels of car use (46% of all trips in 2011). Generally congestion is worst on the TfL Road Network (TLRN), 'A' Roads, and 'B' Roads, as well as around schools, Kingston Town Centre, and the District Centres. The Council will seek to reduce the reliance on car use in the Borough by locating development in locations with high PTALs, and facilitating a shift to sustainable modes of transport.

- Controlled Parking Zones (CPZs) are currently in place in Kingston and Surbiton Town Centres and the surrounding areas. A map of the Borough's current CPZs is shown in Appendix 9.

- The Core Strategy (2012) also outlines aspirations to reduce CO_2 emissions and pollution.

- RBK is the highway authority for all roads except those on the TfL Road Network (TLRN) where TfL are the highway authority and will be consulted and will comment on development affecting these roads. These roads are the A240 (part), A243 (part) and the service roads fronting the A3. TfL may also comment on applications that are on, or may affect, the Strategic Road Network (SRN); which comprise the A240 (part), A243 (part), A308 (part) and A3210.

- During construction of new development on either the TLRN or SRN, TfL's Network Performance Team will need to agree any traffic management or loading arrangements with the RBK Streetwork Team.

- Surrey County Council should be consulted on any proposed developments which may have cross boundary impacts on the transport network of the County.

- The Borough's key transport constraints include:

  - No tube or tram network
  - Poor orbital rail based links
  - High travel costs to central London (London Waterloo)
  - Low train frequencies from many train stations
  - Large areas of poor public transport accessibility
  - Poor public transport links to areas of Surrey (in particular west and southwest Surrey)
  - Train services are crowded, particularly from Surbiton station, and are expected to be overcrowded by 2031 given current planned levels of investment
  - Major barriers to walking and cycling exist, including railway lines, the rivers and busy roads, particularly the A3 and Kingston Town Centre ring road

1.16 For further information on Kingston's transport characteristics and planned investment please refer to the Borough's Second Local Implementation Plan [2](LIP2) (2011).

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2   www.kingston.gov.uk/lip2_public_consultation

2 Policy Guidance

Locating Development in Sustainable Locations

Policy Basis
NPPF - Paragraphs 29, 30, 34, 37 **London Plan** - Policy 6.3 **London Housing SPG** - Paragraphs 1.3.23-1.3.25 **Core Strategy** - Policies T1(g), CS5, CS12, DM10, DM17, DM20

Key Development Areas in the Borough

2.1   The Core Strategy (2012) directs development to three 'Key Areas of Change' at Kingston Town Centre, Tolworth, and the Hogsmill Valley and to the District Centres at New Malden and Surbiton. All of these areas, except the Hogsmill Valley, are reasonably well served by public transport with PTAL ratings of Moderate(3) to Excellent(6a). As these locations have the best access to public transport in the Borough it is appropriate for most development to be located in these areas. Development should seek to promote sustainable modes of travel and reduce the need to travel by car.

2.2   The Hogsmill Valley is poorly served by public transport with PTAL ratings of 'None'(0) to 'Poor'(2). This area is identified as a 'Key Area of Change' in the Core Strategy (2012) and may be the subject of a Development Plan Document (DPD) to coordinate development in the area. This DPD could assess any adverse affects of proposed development in the area on the transport network and identify measures to mitigate these effects.

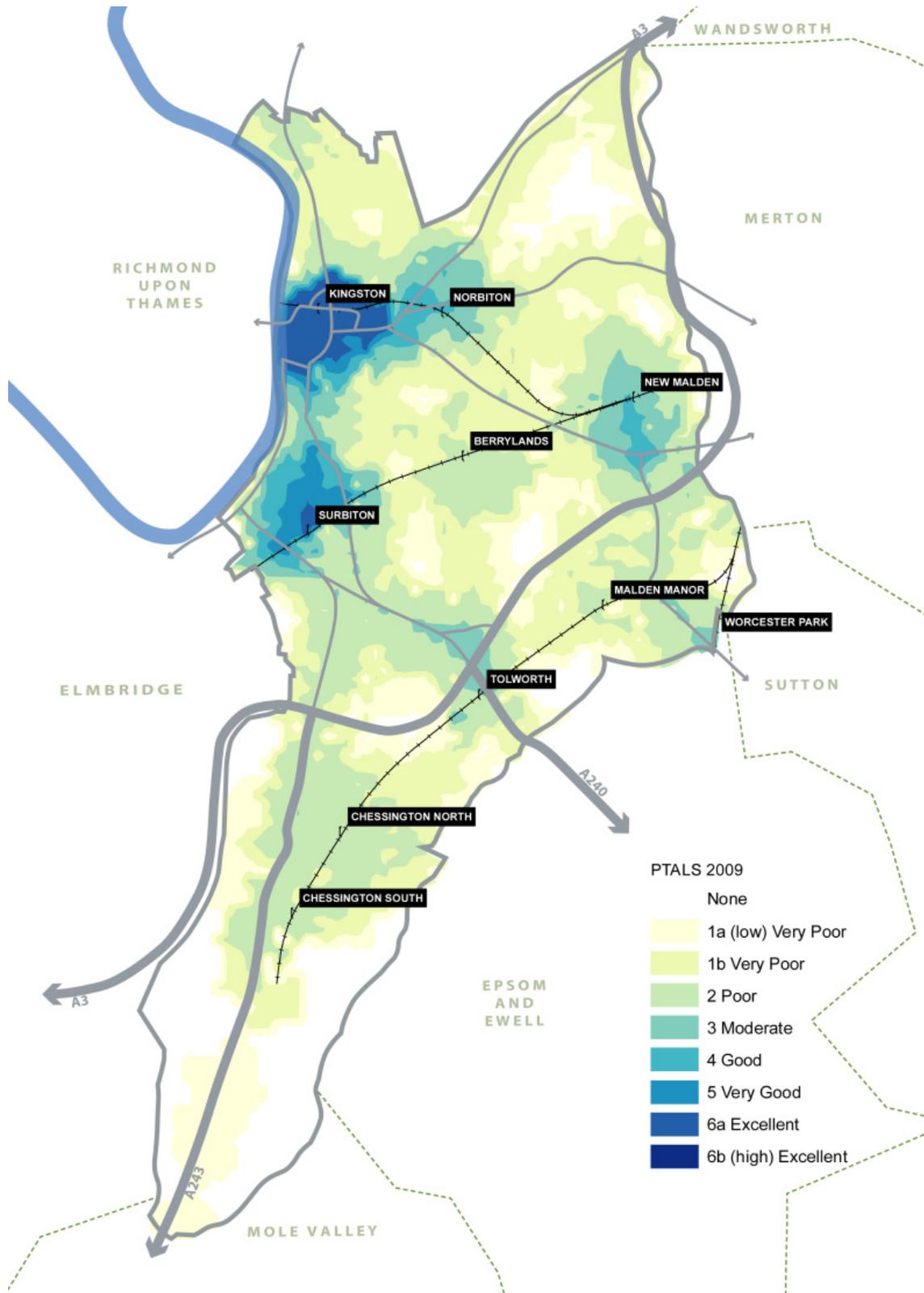2.3   Sections 4 and 5 of the Core Strategy (2012) provide further information and detailed policies for these areas.

Relating the Scale and Type of Development to the Transport Network

2.4   The type and scale of development should be appropriate for the capacity of the surrounding transport network and the types of transport modes available. Developments generating high numbers of trips should be easily accessible by sustainable modes and serious consideration should be given to the potential impacts upon traffic congestion and road safety. In areas of poorer accessibility, proposals that generate a high level of trips are likely to be resisted or, where permitted, contributions to the improvement of public transport may be sought through planning obligations.

2.5   In Kingston, high trip generating development should generally be located in and around Kingston Town Centre and the District Centres. For other areas of the Borough the scale of development should reflect its PTAL rating[3]. Generally, sites located within a PTAL rating of four to six will be considered to have good access to public transport. For areas with poorer accessibility, such as the south of the Borough and Kingston Hill, lower density residential development and facilities to serve the local community are the most appropriate forms of development.

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3   The PTAL rating of any location in London may be referenced at www.webptals.org.uk.

2.6   Locating development in and around Kingston Town Centre and the District Centres will also contribute to achieving Core Strategy (2012) policies which seek to ensure that the economic vitality of Kingston Town Centre and the District Centres are maintained and enhanced.

Figure 1 Public Transport Accessibility Levels (PTALs)

PTALS 2009

None

1a (low) Very Poor

1b Very Poor

2 Poor

3 Moderate

4 Good

5 Very Good

6a Excellent

6b (high) Excellent

Sustainable Modes of Transport and Mitigating the Impacts of Development

Policy Basis
NPPF - Paragraphs 29, 30, 32, 35, 41 **London Plan** - Policy 6.7, 6.9, 6.10 **London Housing SPG** - Annex 3 **Core Strategy** - Policies KT1(d), MC1(d), SB1(d), S1(d), HV1A(d), T1(d),CS6, CS7, DM8, DM10

2.7 A key objective of the Core Strategy (2012) and the Council's Second Local Implementation Plan (LIP2) (2011) is to reduce congestion levels in the Borough, increase the share of sustainable modes of transport, improve the safety of the transport network, improve air quality and reduce CO_2 emissions. Central to the achievement of these aims is the need to protect and enhance facilities for sustainable modes of transport, such as walking, cycling, buses, and trains.

2.8 To help achieve these aims it is vital that development does not adversely impact on, and where possible, enhances the safety, efficiency and sustainability of the transport network. Developments should actively promote sustainable modes of transport, including safeguarding land for sustainable transport infrastructure. Any adverse affects of development on the transport network should be avoided or mitigated and, where adverse effects of development are not mitigated, developments may be refused planning permission.

2.9 Policies CS6 and CS7 of the Core Strategy (2012) promote sustainable modes of transport. To support and clarify these policies, the following priority hierarchy (from LIP2 Policy GP2) will be used to resolve conflicts or competing demands between road users or different types of transport:

1. Pedestrians, including those with disabilities
2. Cyclists
3. Public transport users
4. Public and community transport vehicles, emergency vehicles, Blue Badge vehicles, car club vehicles, and taxis
5. Powered two wheelers
6. Freight vehicles
7. Alternatively fuelled vehicles
8. Private cars

Specific Measures to Support Sustainable Transport

2.10 This section provides further details as to what needs to be considered when designing the transport aspects of development proposals, and information that will be required to be submitted with planning applications.

Transport Assessments

Policy Basis
NPPF - Paragraph 32 **London Plan -** Policy 6.3 **Core Strategy** - Policy DM9

What is a Transport Assessment?

2.11 A Transport Assessment (TA) is required to demonstrate that trip generation from a site can be accommodated without adversely affecting the safety, efficiency or sustainability of the transport network. Generally a Transport Assessment includes an assessment of the level of trips to be generated from a proposed activity (for all modes of transport), how these trips will impact on the surrounding transport infrastructure, and what measures should be introduced to accommodate and mitigate the effects of trip generation from the site.

2.12 The Transport Assessment should cover all aspects of movement by people and vehicles. It should demonstrate how the development affects demand for travel, impacts upon highway and pedestrian safety and traffic congestion, and how any additional demands for travel as well as servicing requirements will be met. It should demonstrate that the scale and type of development is appropriate to the site and the surrounding transport infrastructure.

2.13 For smaller scale, but still significant, development proposals a condensed Transport Assessment may be acceptable. This condensed Transport Assessment is referred to as a 'Transport Statement' throughout this SPD.

When is a Transport Assessment Required?

2.14 The thresholds for when a Transport Assessment or Statement will be required are outlined in Table 1. These thresholds should be used as guidelines and the requirement for either a Transport Assessment or Statement shall be assessed by the Council on a case-by-case basis. In some circumstances a Transport Assessment may be appropriate for a smaller development than may be suggested initially by the thresholds. In others, a Transport Statement may be appropriate for a larger development than suggested by the thresholds. There will also be instances where a Transport Assessment or Statement is requested when the thresholds in Table 1 are not satisfied, and these may include:

- When there are locally significant transport issues associated with a site (such as safety concerns, or poor quality transport infrastructure in the vicinity of the site)
- When there are cumulative impacts of various uses within a development site

- When a development generates significant freight or heavy goods vehicle movements per day or significant abnormal loads per year
- When there is existing parking pressure in the areas or the proposed development has the potential to create pressure where it does not presently exist

2.15 It is recommended that early communication with the Council takes place through the pre-application process to clarify the level of transport analysis required for any subsequent planning application.

What should be included in a Transport Assessment?

2.16 The Council has developed templates to be used as a guide in preparing a Transport Assessment or Statement, as outlined in Appendix 2. More detailed guidance on Transport Assessments can be found in TfL's 'Transport Assessment Best Practice Guidance'[4].

2.17 A Travel Plan should be submitted with the Transport Assessment or Statement. The Travel Plan is a strategy to be implemented when the development is completed to indicate how to manage travel flows to and from the site, reduce transport impacts of the development, and deliver sustainable transport objectives.

2.18 Where required (see Table 1) a Parking Management Plan, Delivery Servicing Plan, and/or Construction Logistic Plan should also accompany the Transport Assessment or Statement.

2.19 When determining the transport elements of a proposal (such as, on-site parking layout and access arrangements) and assessing the impacts of the development on the transport network, applicants should ensure compliance with the policies in the Council's Development Plan.

2.20 For major applications, pre-application discussions with the Council regarding the Transport Assessment are strongly recommended. This will enable both parties to explore any 'site specific' issues in relation to the proposal, together with what the final Transport Assessment will need to address, and should aid the planning application process.

Table 1 Thresholds for a Transport Assessment or Statement

	Land use	Use/description of development	Size	Transport Statement	Transport Assessment
1	Food retail (A1)	Retail sale of food goods to the public e.g. food superstores, supermarkets, convenience food stores.	GFA	250-800m^2	>800m^2
2	Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars e.g. sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	800-1500m^2	>1500m^2

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4   www.tfl.gov.uk/assets/downloads/transport-assessment-best-practice-guidance.pdf

	Land use	Use/description of development	Size	Transport Statement	Transport Assessment
3	Financial and professional services (A2)	Professional services (other than health or medical services) e.g. estate agents and employment agencies. Other services e.g. betting shops, principally where services are provided to visiting members of the public.	GFA	1000-2500m^2	>2500m^2
4	Restaurants and cafés (A3)	Restaurants and cafés e.g. use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	300-2500m^2	>2500m^2
5	Drinking establishments (A4)	Use as a public house, wine-bar or other drinking establishment.	GFA	300-600m^2	>600m^2
6	Hot food takeaway (A5)	Use for the sale of hot food for consumption on or off the premises.	GFA	250-500m^2	>500m^2
7	Business (B1)	(a) Offices other than in use within Class A2 (financial and professional services) (b) research and development e.g. laboratories, studios (c) light industry	GFA	1500-2500m^2	>2500m^2
8	General industrial (B2)	General industry (other than classified as in B1), The former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class.	GFA	2500-4000m^2	>4000m^2
9	Storage or distribution (B8)	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	3000-5000m^2	>5000m^2
10	C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided.	Bedrooms	75-100 bedrooms	>100 bedrooms
11	Residential institutions - hospitals, nursing homes (C2)	Used for the provision of residential accommodation and care to people in need of care	Beds	30-50 beds	>50 beds
12	Residential institutions - residential education (C2)	Boarding schools and training centres	Students	30-50 beds	>50 beds
13	Residential institutions - institutional hostels (C2)	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Residents	250-400 residents	>400 residents
14	Dwelling houses (C3)	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for people with disabilities.	Dwelling unit	50-80 units	>80 units

	Land use	Use/description of development	Size	Transport Statement	Transport Assessment
15	Non residential institutions (D1)	Medical and health services – clinics and health centres, crêches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	500-1000m^2	>1000m^2
16	Assembly and leisure (D2)	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	500-1500m^2	>1500m^2
17	Others	For example: stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	To be determined	Discuss with appropriate highway authority	Discuss with appropriate highway authority

2.21 A Transport Assessment will be required in any development generating:

- 30 or more two-way vehicle movements in any hour
- 100 or more two-way vehicle movements per day
- 100 or more parking spaces

Travel Plans

Policy Basis
NPPF - Paragraph 36 **London Plan** - Policies 6.3, 6.11 **Core Strategy** - Policies SB1(d), CS6, DM8 **Kingston Town Centre Area Action Plan (K+20)** - Policy K19

What is a Travel Plan?

2.22 The Travel Plan is the sister document to the Transport Assessment and both documents should be developed together. The purpose of a Transport Assessment is to set out the transport implications of a development to allow the application to be assessed and the adverse effects of the development to be mitigated. The Travel Plan is a strategy to be implemented after the development is completed to manage travel flows to and from the site, reduce the transport impacts of that development, and deliver sustainable transport objectives. It should be reviewed and amended throughout the life of the development. The use of Travel Plans is an important element in achieving Core Strategy (2012) objectives to promote sustainable forms of travel.

When is a Travel Plan required?

2.23 Developments are required to submit a Travel Plan or Statement with their planning application in the following circumstances:

- When the development satisfies the thresholds in Table 2
- Where the planning application is to extend or vary an existing activity and the overall use of the site, and if implemented, would meet the thresholds in Table 2
- Where the development does not satisfy the thresholds in Table 2, but is still likely to involve a significant level of travel to the site
- Where the development does not satisfy the thresholds in Table 2, but there are local transport problems that the development is likely to exacerbate

2.24 For large and complex developments, a full Travel Plan is required that provides a robust set of measures and a monitoring regime. For smaller developments, a Travel Plan Statement is usually sufficient, which contains a range of basic travel plan measures and less onerous monitoring requirements. Thresholds for the type of Travel Plan required are shown in Table 2 and detailed guidance on the expected content of Travel Plans and Travel Plan Statements is provided in Appendix 3. Please note that applications submitted without a Travel Plan or with an inadequate Travel Plan could result in delays to the determination of the application.

2.25 For many new developments much of the key information required for a final Travel Plan will not be known at the planning application stage and in these situations an outline Travel Plan should be submitted with the planning application. The final Travel Plan should then be submitted when activities commence on site, or when the site is first occupied. The Travel Plan will normally be secured by a planning condition but may sometimes be required to be secured under a planning obligation for large or complex applications.

Non-residential proposals within Travel Plan Network areas

2.26   The Borough has designated Travel Plan Network Areas in locations where intensive economic activity generates a large volume of employee and visitor trips. The Travel Plan Networks aim to develop a coordinated approach to travel planning in these areas and to implement area-wide measures such as shared cycle parking or travel information.

2.27   These areas include Kingston Town Centre, the District Centres of Tolworth, Surbiton and New Malden, and Chessington Industrial Estate (See Appendix 11 for a map of Travel Plan areas). Applicants for non-residential development within these areas will be required to provide a Travel Plan or Statement and coordinate their Travel Plans with the existing Travel Plan Network.

What should be included in a Travel Plan?

2.28   The Travel Plan should be developed in accordance with the templates presented in Appendix 3 and the TfL publication 'Travel Planning for New Development in London' (or any subsequent guidance released by TfL). Travel Plans should contain:

- Targets for the modal split of the development
- An Action Plan of measures to reduce reliance on the car and support the use of sustainable modes of transport to achieve proposed modal split targets. Examples of Travel Plan measures include cycle parking, public transport incentives, car clubs, or travel information.
- Proposals for the ongoing management, monitoring and funding of the Travel Plan

2.29   Appendix 3 contains a Travel Plan template and a detailed list of measures that developments in Kingston would be expected to include in their Travel Plans. This information should be used as a checklist to ensure the Travel Plan is suitable before being submitted to the Council. Further guidance can also be found in the TfL publication 'Travel Planning for New Development in London'[5].

2.30   To ensure Travel Plans meet their objectives and targets, they should describe an ongoing process of monitoring and review. Monitoring reports will usually be required to be submitted to the Council one year after occupation of the site, and then again three and five years after occupation, although the monitoring regime may be increased or amended in some circumstances.

2.31   The Council will also secure a Travel Plan monitoring fee to meet the Council's costs of assessing the submitted monitoring reports and supporting the site occupier to make any amendments necessary. The monitoring fees are set out in Table 2, which have been extracted from the Council's Planning Obligations SPD. Although a monitoring fee is collected by the Council, it should be noted that it is still the responsibility of the developer to conduct the monitoring regime as required by the planning condition or obligation.

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5   www.lscp.org.uk/newwaytoplan/travelplan_guidance.html

2.32 For larger developments, or those where potential transport problems have been identified, it may be necessary for developers to pay the Council a Travel Plan penalty deposit. In the event that the Travel Plan fails to achieve the proposed modal split targets, the Council will use this deposit to implement measures to mitigate the transport impact of the development. For example, if there is a risk that a development will have higher car usage than proposed, and this would result in overspill parking, the Council may secure the penalty deposit to implement parking controls to mitigate the impact on the local area.

2.33 The need for a penalty clause will be decided on a case-by-case basis and the fee secured by legal agreement which will be returned to the developer after an agreed period if the modal split targets for the development are satisfied.

Table 2 Thresholds for a Travel Plan and Monitoring Fee

Use Type	Threshold size	Travel plan type	Travel Plan Monitoring Fee
C3 Residential	10-39 dwellings	Travel Plan Statement	£500
C3 Residential	40 or more dwellings	Full Travel Plan	£1,000
All Planning Uses (except C3 and Education uses)	20-49 staff / visitors	Travel Plan Statement	£1,000
All Planning Uses (except C3 and Education uses)	50+ staff/ visitors	Full Travel Plan	£3,500
Education uses All schools, colleges, Universities, student accommodation	20+ staff/ pupils	Full Travel Plan	£3,500

Delivery Service Plans

Policy Basis
NPPF - Paragraph 35 **London Plan** - Policies 6.3, 6.11, 6.13, 6.14 **Core Strategy** - Policies SB1(d), CS7, DM8

What is a Delivery Servicing Plan?

2.34 Delivery and servicing activities can affect the efficiency of on-site operations, on and off site safety, congestion levels on surrounding roads, and the amenity of the area. Delivery Servicing Plans should outline how applicants propose to reduce the impact of delivery servicing operations when a development is completed and throughout the life of the development.

When is a Delivery Servicing Plan required?

2.35 Applicants are required to submit a Delivery Servicing Plan where the development involves significant or disruptive servicing activities, and where a full Travel Plan is required to be submitted with an application for a non-residential development.

2.36 Applicants for proposed non-residential development required to provide a Travel Plan Statement may also be required to submit a Delivery Servicing Plan, where deliveries cannot be accommodated safely on site, or where a strategic transport route will be affected. This requirement for a Delivery Servicing Plan should be agreed with the Council on a case-by-case basis, and the Council encourages developers to engage in pre-application discussions to determine requirements for a Delivery Servicing Plan.

What should be included in a Delivery Servicing Plan?

2.37 Delivery Servicing Plans should contain a range of measures that outline how the development will minimise the impact of delivery and servicing activities on the surrounding highway network when the development is operational. Delivery Servicing Plans should demonstrate a process of surveying and analysing delivery and servicing activities on site (gathering information) leading to the identification of measures to consolidate, manage, and improve delivery and servicing activities. It should also include identifying the most appropriate route for delivery vehicles to and from the development site.

2.38 Although the surveying of delivery and servicing activities can only take place when the site is operational, applicants will need to demonstrate how a range of measures may be implemented to reduce the impact of delivery and servicing activities from the first day of operations, and submit these to the Council in an Outline Delivery Servicing Plan.

2.39 The process for submitting a Delivery Servicing Plan comprises three key stages:

- Stage 1: Submit an 'Outline Delivery Servicing Plan' with the Travel Plan for the site (to be submitted as part of the planning application). A snap-shot of the issues that should be addressed in the outline Delivery Servicing Plan are included in Appendix 4.

- Stage 2: A survey of delivery and servicing activities should be carried out after the development has been operating for six months. The revised Delivery Servicing Plan (which considers the information gathered from surveys and makes necessary amendments to the outline Delivery Servicing Plan) should be submitted to the Council within one year of operations commencing on site.

- Stage 3: Ongoing monitoring of delivery and servicing activities and revisions to the Delivery Servicing Plan initiatives and targets (integrated with the Travel Plan where appropriate).

2.40 Further guidance on Delivery Servicing Plans can be found in Appendix 4[6], and TfL's Guidance on Delivery Servicing Plans[7].

6   www.tfl.gov.uk/microsites/freight/london_freight_plan.aspx
7   www.tfl.gov.uk/microsites/freight/delivery_servicing_plans.aspx

Construction Logistics Plans

Policy Basis
NPPF - Paragraph 35 **London Plan** - Policies 6.3, 6.11, 6.14 **Core Strategy** - Policies CS7, DM9

What is a Construction Logistics Plan?

2.41   Delivery, servicing, and loading activities during the construction stage can impact on the efficiency of on-site operations, on and off-site safety, congestion levels on surrounding roads, and the amenity of the area. Construction Logistics Plans outline how developments propose to minimise the impacts of delivery servicing operations during the construction stage.

When is a Construction Logistics Plan Required?

2.42   Applicants will be required to submit a Construction Logistics Plan where the development involves significant or disruptive construction activities, particularly where a strategic transport route will be affected. The requirement for a Construction Logistics Plan should be agreed with the Council on a case-by-case basis.

What should be included in a Construction Logistics Plan?

2.43   Construction Logistics Plans contain a range of measures that outline how the development will minimise the impact of delivery and servicing activities during the construction stage. Construction Logistics Plans should address the matters outlined in TfL's guidance on Construction Logistic Plans 'Building a better future for freight'[8].

2.44   The Construction Logistics Plan should detail how the scheme is to be constructed including:

- Statements on how the proposed development will be built
- Access to the site
- Delivery and muck-away to and from the proposed development
- Any requirements to use part of the highway during the construction period
- Temporary traffic management including diversions, land closures, changed to waiting and loading restrictions etc.
- Provision for loading/unloading materials
- Vehicle turning and manoeuvring areas within the site
- Statutory Undertakers' utilities and drainage connections and any restrictions that will be placed regarding these
- Temporary traffic orders and Highways Licenses
- Storage of plant, materials and operatives vehicles
- Parking of vehicles of site operatives and visitors

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8   www.tfl.gov.uk/microsites/freight/construction_logistics_plans.aspx

Parking Management Plans

Policy Basis
London Housing SPG - Annex 3 **Core Strategy -** Policies CS7, DM9

What is a Parking Management Plan?

2.45 A Parking Management Plan is a long-term strategy for allocating, managing, and monitoring on-site parking. Development proposals should show how on-site parking will be operated, managed, and monitored to reduce user conflicts and the inefficient use of the parking area.

2.46 Relevant issues may include how parking is allocated to residential units and the protection of disabled parking spaces and electric vehicle charging points and spaces from unauthorised use. In circumstances such as those outlined above, parking should be allocated, managed and monitored to ensure it is used as planned. In these instances, Parking Management Plans are required to ensure the effective and sustainable management and use of available parking spaces.

When is a Parking Management Plan required?

2.47 Development proposals will be required to include a Parking Management Plan in the following instances:

a. Where the development has parking spaces designated for particular uses (e.g. disabled parking, parking with electric vehicle charging infrastructure, secure cycle parking facilities)

b. Where the development has parking spaces that need to be allocated (e.g. a residential development with parking spaces that will be allocated to residential units, or mixed use developments where parking will need to be allocated to each proposed use)

c. Where there is potential for misuse of on-site parking spaces or parking overspill from the parking area, which would have a detrimental effect on highway safety, parking, or congestion on the surrounding highway network or any road network internal to the development

d. Where operational issues are of importance, for example, where the use of parking spaces is time-limited or the car park has defined opening and closing times

e. Non-residential developments that do not provide dedicated parking and loading spaces for delivery and servicing activities. *Please note:* where a Parking Management Plan would not otherwise be required, and the development is required to submit a Delivery Servicing Plan, the applicant will not be required to submit a Parking Management Plan if they outline in the Delivery Servicing Plan how parking and loading activities for delivery and servicing vehicles will be carried out for the site.

2.48 The level of detail required in the Parking Management Plan will depend on the scale and complexity of the development. The Parking Management Plan should be submitted with the planning application, and accompany the Travel Plan or Transport Assessment where one is required. However, the Council encourages developers to engage in pre-application discussions to determine requirements for Parking Management Plans.

What should be included in a Parking Management Plan?

2.49 Parking Management Plans should address the following issues:

- How parking spaces will be allocated, e.g. to residents, staff, and visitors
- How secure cycle facilities will be managed
- How the use of parking areas and spaces, and issues arising from their use, will be monitored and addressed. Of particular importance is to demonstrate how the misuse of parking spaces will be managed, monitored, and prevented; such as spaces allocated for disabled uses and electric vehicles (e.g. enforcement actions).
- How the risk of obstructive parking will be reduced
- Where there are no dedicated parking spaces provided for delivery and servicing activities, how these activities will be conducted on site
- If appropriate, operational issues and controls, e.g. public car park opening and closing times, and how access is to be controlled (e.g. barriers, gates and how they will be operated).

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Parking Standards

Policy Basis
NPPF - Paragraph 39 **London Plan** - Policy 6.13; Parking Addendum to Chapter 6 **London Housing SPG** - Paragraphs 1.3.49-1.3.52, 2.3.6-2.3.7; Standards 3.3.1, 3.3.2, 3.3.3, 3.3.4; Annexes 2 and 3 **Core Strategy** - Policies CS7, DM9, DM10 **Kingston Town Centre Area Action Plan (K+20)** - Policies K20, P8; Appendix 5

Background

2.50 Development proposals should provide parking spaces in accordance with adopted regional and local standards. At the time of publication of this SPD, adopted regional standards are outlined in the Parking Addendum to Chapter 6 of the London Plan (2011), and for residential developments, standards are also outlined in Annex 3 of the Mayor's Housing SPG (2012). Adopted local standards are outlined in Appendix 5 of the Kingston Town Centre Area Action Plan (K+20) (2008) which only applies to development sites within Kingston Town Centre.

2.51 At the time of publication of this SPD, there are several use classes where parking space standards are not specified in the London Plan (2011) or regional Supplementary Planning Guidance. There are also some instances where the London Plan (2011) standards require clarification to assist the planning application process. For example, the London Plan (2011) provides a wide range of parking spaces standards for employment uses which need to be clarified locally.

2.52 While K+20 provides for a wider range of use classes, it can only be applied to developments in Kingston Town Centre.

Applying parking standards

2.53 Parking standards should be applied in the Borough as follows:

- Use Classes A1-A5 – Table 6.2 (Parking for Retail) of the London Plan (2011) outlines parking space requirements for A1 uses. Parking requirements for A2-A5 uses will be assessed on a case-by-case basis by the Council to determine appropriate parking space provision.
- Use Classes B1-B3 – Table 6.2 and paragraphs 6A.5 - 6A.7 of the London Plan (2011) outline parking space requirements for B1, B2, and B8 uses. However, the standard is provided as a wide range from which required parking provision can be selected; these standards should be applied in the Borough as follows:

  a. Developments on sites with PTALs from 4 to 6 will be expected to provide a reduced amount of parking (approximately 1 space per 600m2 of gross floor space)
  b. Developments on sites with PTALs from 1 to 3 will be expected to provide an increased amount of parking (approximately 1 space per 100m2 of gross floor space)

- Use Classes C1-C4 – Table 6.2 of the London Plan (2011) and Annex 3 of the Mayor's Housing SPG (2012) outline parking space requirements for C3 uses. Parking requirements for C2, C2A, and C4 uses will be assessed on a case-by-case basis to determine appropriate parking space provision although, where appropriate, the London Plan (2011) and Mayor's Housing SPG (2012) standards should be used as guidance. Parking for C1 uses (hotels) will also be assessed on a case-by-case basis although regard should be paid to paragraphs 6A.8 and 6A.9 of the London Plan (2011).

- Use Classes D1 and D2 – Parking for D1 and D2 uses will be assessed on a case-by-case basis although regard should be paid to Paragraphs 6A.8 and 6A.9 of the London Plan (2011) for D2 uses.

2.54 In addition to the considerations above, where adopted local and regional guidance is silent on parking space requirements, the following should be taken into consideration when determining parking space requirements:

- Analysis of developments in the TRAVL and TRICS database, using comparable examples to the development to demonstrate appropriate parking standards

- The PTAL rating of the area and the destinations served by available public transport, cycling, and walking facilities

- The considerations outlined in paragraphs 2.59 to 2.63 below

- Whether parking under-provision will have an adverse impact on road safety, emergency access, amenity or street scene, in the surrounding area, or generate unacceptable overspill of parking to on-street parking facilities

- Whether parking provision is consistent with objectives to reduce congestion and traffic levels. (Parking provision should not encourage unnecessary car use that could be undertaken by walking, cycling, or public transport.)

- Policies in the Development Plan and regional and local Supplementary Planning Guidance and Supplementary Planning Documents

- Any other relevant considerations

Variations from Adopted Parking Standards - Background

2.55 Although applicants should seek to satisfy adopted regional and local parking standards, each development proposal is considered on a case-by-case basis to ensure these standards are suited to the local circumstances. Due to the Borough's outer London location with large areas of low public transport accessibility, poor orbital public transport links, and poor access to parts of Surrey via public transport, the adopted regional or local parking standards may not always be appropriate. In some cases, where adverse impacts on the local area, such as on-street parking issues, or constraints to economic growth, can be clearly demonstrated, increased parking provision that exceed the standards may be considered by the Council.

Additional Parking Provision

2.56 Provision of additional parking spaces (above adopted regional or local standards) may be considered or requested by the Council where:

- It can be demonstrated that providing parking in accordance with adopted regional or local standards will result in an increase in on-street parking which would

significantly and adversely affect road safety, emergency access, traffic flows, bus movement, the amenity of local residents or street scene in the surrounding area; or,

- It can be demonstrated that available public transport services and reasonably accessible walking/cycle links do not readily serve likely employment and services destinations, or relevant catchment areas. (The CAPITAL model can be used to help demonstrate the accessibility of the site from all areas of London; please see Appendix 12 for CAPITAL Models of Travel Times to some key destinations from Kingston.); or,

- For non-residential development located in town centres, it can be demonstrated a shortage of parking in the area is constraining economic growth.

2.57 Development proposals should still be in accordance with other policies in the Development Plan and other guidance in this SPD. Robust, credible evidence will be required to demonstrate the above.

Reduced Parking Provision

2.58 The provision of reduced parking spaces (below adopted regional or local standards) will not normally be acceptable on sites with PTALs of 1 to 3, but in higher PTAL areas (4-6) reduced parking provision, or car free development, may be appropriate in exceptional circumstances.

2.59 Where reduced parking spaces are proposed, the applicant will need to demonstrate and justify that it will not result in an increase of on-street parking or loading activities, which would adversely affect road safety, emergency access traffic flows, bus movement, the amenity of local residents or street scene in the surrounding area. Development proposals will still be required to make adequate parking provision for disabled people.

2.60 In all cases, car free developments must be located within a Controlled Parking Zone (CPZ) and a sufficient distance from any area not covered by a CPZ to deter users of the site from parking in CPZ free areas. A distance of 300m should be used as a guideline for an acceptable distance from CPZ free areas.

2.61 The walking distance from the development to surrounding public transport services will also be considered in relation to the distance from the development to the nearest non-CPZ car park (i.e. if the nearest non-CPZ car park is a similar distance from, or closer to, the development as the nearest available public transport service, then this may lead to the Council resisting car free development in that location).

2.62 For proposed developments within CPZs that provide parking spaces below adopted regional or local standards, the Council will remove the right to apply for on-street parking permits including visitor permits from the occupiers of the newly created dwellings, and the development will be deemed as 'car-capped'.

Parking for the Disabled

2.63 Requirements and detailed guidance for the provision of disabled parking spaces and access to developments for disabled users are outlined in:

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- Policy 6.13 and the Parking Addendum to Chapter 6 of the London Plan (2011). Please note that the Parking Addendum outlines the number of disabled parking spaces that developments are required to provide.
- The Mayor's Housing SPG (2012)
- RBK's Access for All SPD (July 2005)[9]
- Development proposals will be expected to provide disabled parking in accordance with these documents, or any subsequent documents released by the Mayor of London.
- Development with reduced levels of on-site parking, or car free developments, should make adequate parking provision for disabled people. Applicants should demonstrate how they intend to monitor and prevent misuse of disabled spaces (such as enforcement actions) in the Parking Management Plan for the development; see above information on Parking Management Plans.

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9   www.kingston.gov.uk/access_spd

Parking Layout and Design

Policy Basis
NPPF - Paragraph 35 **London Plan -** Policies: 6.3, 6.10,6.11 **London Housing SPG -** Paragraphs 1.3.49 to 1.3.51,2.3.6, 2.3.7; Standard 3.3.3; Annex 3.3 **Core Strategy** - Policies KT1(b), MC1(b), SB1(b), HV1B(b), CS2, CS7, CS8, DM4, DM6, DM8, DM9, DM10

2.64 Parking layout and design can impact on road safety, congestion, amenity, pedestrian and cyclist access to the site, and storm water drainage. This section provides guiding principles to avoid possible adverse impacts of on-site parking. Requirements for cycle parking are noted in paras. 2.70 onwards.

General Requirements

2.65 On-site parking layout and design should:

a.   provide car park dimensions and layouts that satisfy the minimum standards as outlined in Appendix 5. Development proposals for residential parking in garages should ensure that garages satisfy the minimum standards as outlined in Appendix 5.

b.   provide adequate on-site manoeuvring areas. Turning circles or vehicle tracking movements should be provided to demonstrate that adequate on-site manoeuvring is provided for the largest vehicle expected to service the site (including emergency service vehicles). In particular, parking layout and design should not require any vehicles to reverse into or from the site, where this could result in safety concerns or exacerbate congestion.

c.   ensure vehicles loading and unloading, or manoeuvring into or out of parking spaces, do not block the vehicle access to the site, where this could create safety concerns such as vehicles waiting on the highway to enter the site.

d.   provide disabled parking in priority locations close to the entrance of on-site facilities.

e.   provide an appropriate proportion of car parking spaces for motor-cycle use.

f.   make provision for coach set down and pick up facilities and standing for developments where significant numbers of visitors are likely to arrive or leave by coach.

g.   where appropriate, provide pick-up and drop-off areas in convenient, accessible locations for taxi, private hire, and community transport vehicles (such as Dial-a-Ride).

h.   where electric vehicle charging points and car club bays are required, provide them in convenient locations close to the entrance of on-site facilities.

i.   where applicable to the development, make provision on-site for delivery and servicing vehicles.

j.   ensure the safety and convenience of pedestrians and cyclists as they move within the site.

k.   be sensitively located, designed and landscaped to maintain, and where possible, enhance the public realm.

l.   applications to provide parking spaces in front garden areas will need to have regard to policies and guidance in the Residential Design Guide SPD which considers issues of character, amenity, and aesthetics of the site and surrounding environment. The Council will balance design and character considerations with the need for on-site parking spaces (such as the need to support family housing) when determining applications which include front garden parking.

m.   include Sustainable Urban Drainage Systems (SUDs) to manage and reduce surface water run-off unless it can be demonstrated that such measures are not feasible.

Loading and Servicing Activities

Policy Basis
NPPF - Paragraph 35 **London Plan -** Policies 6.3,6.11 **Core Strategy -** Policies SB1(d),T1(d), CS7,DM8, DM10 **Kingston Town Centre Area Action Plan (K+20)** - Policies K15, P2, P3, P8

Background

2.66 Loading and service delivery activities can impact on the efficiency of on-site operations, on and off site safety, congestion levels on surrounding roads, and the amenity of the area. Delivery and servicing activities should ensure they minimise, and where possible avoid, adverse impacts on the site and surrounding areas. These issues will be addressed to some extent in the Transport Assessment, Delivery Servicing Plan, and Parking Management Plan for the site (where these are required; see above).

General requirements

2.67 Development proposals should make provision for delivery and servicing activities as follows:

- Demonstrate that delivery and servicing activities for the site can take place without disruption to pedestrians, cyclists, and vehicles; both on and off the site.
- Where no designated areas/bays are provided on-site for delivery and servicing activities, the applicant will need to show how loading arrangements and delivery service vehicle activities will be carried out in a Delivery Servicing Plan, or Parking Management Plan (see above for further details)

2.68 In considering planning applications the Council will, in appropriate cases, control the hours of delivery and/or define routes for delivery activities by Heavy Goods Vehicles (HGVs) with the aim of minimising intrusion and disturbance and/or limiting the impact of deliveries on the road network.

2.69 Loading and servicing delivery activities may also include waste management. For further guidance on waste management please refer to the South London Waste Plan[10].

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10   www.kingston.gov.uk/wasteplan

Cycle Parking

Policy Basis
NPPF - Paragraph 32 **London Plan -** Policies 6.9, 6.13; Parking Addendum to Chapter 6 **London Housing SPG -** Paragraphs 2.3.7; Standards 3.4.1, 3.4.2 **Land for Industry and Transport SPG -** Policy SPG20 **Core Strategy** - Policies T1(d), CS6, DM8 **Kingston Town Centre Area Action Plan (K+20)** - Policies K18, P1-P3, P13, P16-P18; Appendix 4

Requirements

2.70   Development proposals within Kingston Town Centre should provide cycle parking in accordance with Policy K18 and Appendix 4 of the Kingston Town Centre Area Action Plan (K+20) (2008) to minimum standards as set out in Table 3. Development proposals in other areas of the Borough should provide cycle parking spaces in accordance with the standards outlined in Table 6.3 of the London Plan (2011) and the Mayor's Housing SPG (2012).

2.71   Adequate cycle parking facilities should be provided for both short-stay users (i.e. customers and visitors) and long-stay users (i.e. employees and residents). Cycle parking should generally provide sufficient capacity for up to 10% of trips to be made by bicycle (i.e. 1 space per 10 employees) which should allow for current demand and any seasonal and long terms increases in cycling levels. The Council may on occasion require additional cycle parking above the standards noted in Table 3 below; or consider a lower provision depending on the use of the site, and its location.

Table 3 Cycle Parking Standards

Use Class/Description	Cycle Parking Standard
A1 Food Retail	Out of centre: $1/350m^2$ In Centre: $1/125m^2$ with a minimum of 2 spaces
A1 Non Food Retail	Out of Centre: $1/500m^2$ In Centre: $1/300m^2$ with a minimum of 2 spaces
A3 Restaurants and Cafes	1 space per 20 seats with a minimum of 2 spaces
A4 Drinking Establishments	1 space per 100m2 with a minimum of 2 spaces
A5 Take Aways	1 space per 50m2 with a minimum of 2 spaces
B1 Business A2 Financial and Professional Services	$1/125m^2$
B2 General Industrial B8 Storage and Distribution	$1/500m^2$

Use Class/Description	Cycle Parking Standard
C1 Hotels	1 space per 10 staff plus 1 space per 10 visitors with a minimum of 2 spaces
C2 Care Homes	1 space per 10 staff with a minimum of 2 spaces
C2 Hospitals	1 space per 10 staff plus 1 space per 10 visitors
C2 Student Accommodation	1 space per 2 students
C3 Dwellings	1 space per 1-2 bed unit; 2 spaces per 3 or more bed unit
D1 Primary and Secondary Schools	1 space per 10 staff and students
D1 Universities/Colleges	1 space per 8 staff and students
D1 Libraries	1 space per 10 staff plus 1 space per 10 visitors with a minimum of 2 spaces
D1 Doctors, Dentists, Health Centres, Clinics	1 space per 5 staff plus 1 space per 5 visitors with a minimum of 2 spaces
D2 Cinemas	1 space per 10 staff plus 1 space per 50 seats
D2 Leisure Facilities	1 space per 10 staff plus 1 per 20 peak time visitors with a minimum of 2 spaces

2.72 The route to cycle parking should link in with other existing routes used by cyclists, and access the network in a safe and convenient manner to cyclists. Cyclists should not have to use a main road access if a link could be provided to a nearby cycle path that would serve cyclists better.

Location, Design and Layout

2.73 Where cycle storage is provided within a residential dwelling, it should be in addition to the minimum gross internal floor area and minimum storage and circulation space requirements. Storage identified in habitable rooms or on balconies will not be considered acceptable. Table 3 outlines further minimum requirements for cycle parking location, design, and layout. Applicants should consider and, where possible, apply the best practice principles for cycle parking outlined in 'The London Cycle Design Standards'[11] and TfL's 'Workplace Cycle Parking Guide'[12].

2.74 Cycle parking should be provided according to the following criteria:

Table 4 Requirements for cycle parking location, design and layout

Layout	- All cycle parking should be laid out to ensure that bicycles can be comfortably manoeuvred in and out of cycle stands and the cycle parking area. - Cycle parking design should be based on a bicycle length of 2000mm. - Cycle parking should satisfy the layout criteria outlined in Appendix 6.
Easy to find and well signed	Signage should be provided on and near the site directing users to cycle parking facilities.

11   www.tfl.gov.uk/businessandpartners/publications/2766.Aspx
12   www.tfl.gov.uk/assets/downloads/businessandpartners/Workplace-Cycle-Parking-Guide.pdf

	• Cycle parking facilities should be provided in locations that are easy to find. • Links from the highway and public realm to cycle parking facilities should be convenient and inviting, and avoid conflicts with pedestrians and vehicles
Attractive, inviting to users, and easy to use	• Cycle parking facilities should be in good condition and inviting to use. For example, cycle parking facilities located by bin areas, run down areas, or areas prone to flooding and puddles would not be considered attractive or inviting. • Cycle parking facilities should be provided in locations which makes the facilities easy to use and minimises obstacles and obstructions to cyclists accessing the cycle parking facilities (e.g. locating cycle parking next to car parking may block cycle parking access).
Safe, secure, and well lit	• For short stay cycle parking, locating stands where they have high levels of passive surveillance is usually the best form of security from bike theft and increases the personal safety of cycle parking facility users. • For long-stay cycle parking, fully secure cycle parking should be provided, e.g. within an outbuilding, secured area, or a purpose built cycle cage or compound. Alternatively, individual cycle lockers could be used. • Additional measures such as CCTV and security lighting should also be considered for both long and short stay cycle parking to reduce further the risk of bike theft and to ensure the personal safety of cycle parking facility users.
Covered	• The level of protection from the weather should be appropriate for the length of stay. • Residents and employee cycle parking should always be covered either by a shelter or as part of a compound, and should ensure bicycles are protected from the rain. • Visitor cycle parking should ideally be covered, either by a cycle shelter or by placing it under a building canopy.
Located conveniently to the final destination	• Cycle parking should be located to be convenient to users accessing building entrances. It may often be appropriate to provide separate residents and visitors cycle parking in different locations. For example visitor cycle parking for customers would be most convenient near to a store entrance, whereas cycle parking for residents and employees may be more convenient and secure at the rear of the building near to a staff entrance. • Cycle parking facilities should ideally be located within 20-30m of the final destination (the final destination is usually the entry point of facilities and services on site e.g. entrance to the building). • For large sites with several buildings, clusters of stands located at convenient points around the site should be considered, and may be requested by the Council
Type of Stand	• Developments should use Sheffield or Camden type stands, which are generally 700mm to 1000mm in length. • Requests for other stand types and purpose built cycle racks may be acceptable and will be assessed on a case by case basis; the cycle stand used should be able to secure both the frame and the wheel to the stand for maximum security, be able to support all types of bicycle even when knocked, and easy to use. • Front wheel locking stands (e.g. butterfly style) are not acceptable

Other facilities

2.75 The provision of other facilities on-site to support cyclists and complement cycle parking facilities, such as lockers and showers, is also important, and should be addressed in development proposals.

2.76 Non-residential development proposals should incorporate the provision of lockers, on-site changing facilities, and showers for cyclists, as follows:

• Lockers should be provided at a rate of one locker per long-stay cycle parking space provided for the development unless alternative storage is provided.

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- Showers should be provided at a rate of one unisex showering facility per ten resident/employee cycle parking spaces provided for the development. Where such cycle parking is provided but at a rate less than this threshold, one unisex showering facility should be provided. If it is proposed to provide single gender showering facilities, adequate provision should be made for both males and females.
- Lockers should be in a location that is convenient to all users of the residents/employee cycle parking facilities. Ideally lockers and showering facilities should be located together.

Car Clubs

Policy Basis
London Plan - Policy 6.11   **London Housing SPG -** Annex 3.9   **Core Strategy** - Policies CS7, DM9

Background

2.77 A car club is a service that allows members to hire a car on an hourly basis for occasional short term use. Car clubs can be effective in reducing car use and parking demand for new residential developments by enabling new residents to have access to a car without having to own one.

2.78 The Borough has an existing car club network which needs to be supported and extended to provide alternatives to private car use for new development. The best time to influence travel behaviour is when residents first move into or utilise a new development, so requirements for car clubs should be implemented from the first occupation of the site.

2.79 The Planning Obligations Strategy SPD (September 2011) outlines requirements for the provision of car clubs for residential developments. The paragraphs below clarify and elaborate on these requirements.

Requirements

2.80 Residential developments providing 40 or more dwellings should provide on-site car club facilities at a rate of one car club per 40 units. Car club facilities should:

- have dedicated and convenient parking which is identified on submitted plans and managed according to the parking management plan
- be accessible and available to use by the wider public
- be operated by an accredited car club provider (Carplus or equivalent nationally recognised accreditation)
- provide each dwelling with two years free membership and ten hours free use of the car club.

2.81 All residential developments with more than five units will be required to provide all dwellings with at least two years free membership to the nearest car club bay provider.

Electric Vehicle Charging Infrastructure

Policy Basis
NPPF - Paragraph 35, 39 **London Plan -** Policy 6.13; Parking Addendum to Chapter 6 **London Housing SPG -** Annex 3.11 **Land for Industry and Transport SPG -** Policy SPG21; Annex 6 **Core Strategy** - Policies S1(d), CS7, DM9

Requirements and Guidance

2.82 Requirements and guidance for Electric Vehicle Charging Infrastructure (EVCI) are outlined in the London Plan (2011) (Policy 6.13 and Table 6.2) and the Mayor's Land for Industry and Transport SPG (2012) (Annex 5)[13].

2.83 Tables 5 and 6 below have been extracted from Annex 6 of the Land for Industry and Transport SPG (2012) and provide a quick reference check as to the number and type of EVCI that should be installed. The paragraphs below outline the key requirements and specifications for EVCI provision in the Borough.

2.84 Please note: 'Active' means that the electric vehicle charging point is installed and ready to use. 'Passive' means the cabling is installed that will enable the installation of an electric vehicle charging point in future, but the actual charging point is not installed as part of the development.

Table 5 Summary of the minimum requirements for Electric Vehicle Charging Infrastructure

Parking spaces intended for:	Residents	Employees	Visitors/shoppers/clients
Active (percent of total parking spaces)	20%	20%	10%
Passive (percent of total parking spaces)	20%	10%	10%
Total	40%	30%	20%

Table 6 Typical electric vehicle charging points technical standards

	Voltage (V)	Current(Amps)	Nominal charge power (kW)	Typical application
Standard	230	13-16, single phase	3	Residents parking, employee parking
Fast	230	32, single phase	7	Retail/leisure parking. Residential and employment visitor parking
Rapid	400 AC and 500-600 DC	32-63A three phase and up top 125A	20-50	Specialist applications

2.85 Applicants should satisfy the following requirements for the provision of EVCI:

a. Developers should comply with London Plan (2011) standards and guidance for the installation of EVCI as outlined in Annex 6 of the Land for Industry and Transport SPG (2012), or any subsequent guidance released by the Mayor of London.

b. Where a planning application meets London Plan (2011) thresholds for the provision of car parking spaces, but does not reach thresholds outlined in the London Plan (2011) for provision of EVCI (i.e. is required to provide less than 5 car parking spaces), developments must provide at least one car parking space with an active EVCI.

c. Outline in a Parking Management Plan how EVCI will be managed and maintained to meet the needs of the intended users. The Parking Management Plan should address how users will be charged for electricity used (if applicable), how parking spaces with EVCI will be restricted to use by electric vehicles, when and how maintenance of EVCI will be carried out, and what procedures will be put in place to monitor EVCI use and trigger conversion of parking spaces from passive to active EVCI.

d. All publicly accessible EVCI should be designed in accordance with the Source London network, unless an alternative method of provision can be justified.

2.86 Applicants should consider, and where appropriate, satisfy the following specifications for EVCI:

a. Electric vehicle parking spaces should be clearly signed and located in prominent, convenient, and accessible locations in car parks, e.g. close to the entrance of facilities on-site.

b. Meet the appropriate technical standards for EVCI applicable to the type of development, e.g. provision of standard, fast, and/or rapid EVCI (please refer to Table 5). In determining the appropriate power capability to install at a given parking space the main consideration is how long cars would typically be expected to park at that location.

c. The minimum rating required for 'standard' EVCI is 16 Amps.

d. A full cabling network should be installed in the car parking area to support all active and passive charging points, preferably 32 Amp rated to provide flexibility.

e. For residential developments, applicants are strongly encouraged to provide underlying electricity supply and distribution infrastructure which is adequately specified to enable simultaneous charging at all parking spaces, not just parking spaces with active or passive EVCI.

f. The default socket type to install at 'active' charge points should be the Type 2 IEC62196-2 connector.

g. Charge points at public parking spaces, e.g. at retail car parks or visitor parking at residential and employment locations, should be accessible to the general public, e.g. through linking the charge point to the Source London Network. Methods for achieving this should be included in the Parking Management Plan for the site.

h. Car club parking spaces should be prioritised for the provision of EVCI, especially with regard to the provision of passive charging infrastructure that would ideally cover all car club parking spaces.

  i. EVCI should be provided at blue badge parking spaces in the same proportion as it is provided across all spaces in the car park.

  j. Provide a five metre level surface at the end of the ramp to allow for vehicles and pedestrian visibility.

Site Access for Vehicles

Policy Basis
NPPF - Paragraphs 32, 35 **London Plan -** Policies 6.3, 6.11 **Core Strategy -** Policies MC1(d), SB1(e),CS7, DM10, DM18

Requirements

2.87 The provision of safe and efficient vehicle access points to development sites is an important element when considering development proposals. Vehicle access to and from a development site can impact on road safety, congestion, and the amenity of the area. The following paragraphs provide guiding principles to avoid adverse impacts of vehicle access to development sites.

2.88 Applicants should ensure they satisfy the following requirements when providing for vehicle access to the site:

   a. Provide adequate sightlines and visibility from vehicle access points. Vehicles entering and exiting the site should have adequate visibility of pedestrians, cyclists, and other vehicles. Sightlines from vehicle access points should satisfy the requirements of Sections 7.5-7.8 of the 'Manual for Streets'[14].

   b. Provide a crossover that satisfies Council requirements[15]

   c. The vehicle access should satisfy minimum design standards and be appropriate for the development that it is serving. Junction design should satisfy the criteria as set out in section 7.3 of the Manual for Streets. As a guide for accesses to developments comprising more than 20 dwellings, the access width should be 5.5 metres for the first ten metres reducing to an appropriate width thereafter to ensure that vehicles entering and exiting the development do not obstruct the highway.

   d. Ensure carriageway widths within the site are appropriate for the development that they are serving. Carriageway width design criteria are set out in section 7.2 of Manual for Streets. As a guide, internal carriageway widths beyond 10 metres of the vehicle access should be a minimum of 4.1 metres for up to 25 dwellings, 4.8 metres for 26 to 50 dwellings, and 5.5 metres for over 50 dwellings

   e. Provide at least 6 metres between the back of footway and any gate or barrier to the access to ensure that cars waiting to access the site do not obstruct the public highway.

   f. Vehicle access points should not be provided in locations that would compromise road safety such as close proximity to junctions, other vehicle access points, and pedestrian crossings.

   g. Access to a proposed development should be from the appropriate road in the road hierarchy, at the lowest possible level. The affect that vehicle access has on residential amenity will also need to be considered, particularly for non-residential developments (for a map of the Borough's road hierarchy please refer to Appendix 7).

   h. Provide adequate access for emergency vehicles.

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14   www.dft.gov.uk/publications/manual-for-streets
15   www.kingston.gov.uk/vehicle_crossing_guidance_notes.htm

Site Access for Pedestrians and Cyclists

Policy Basis
NPPF - Paragraphs 35, 41 **London Plan -** Policies 6.2, 6.7, 6.9, 6.10, 6.11 **Land for Industry and Transport SPG -** Policy SPG18 **Core Strategy** - Policies KT1(c)(d), MC1(d), SB1(c)(d), S1(c), HV1B(c)(d)(e), T1(d), CS3, CS4, CS6, DM8, DM10, DM18, DM22 **Kingston Town Centre Area Action Plan (K+20)** - Policies P1, P16, P17

Background

2.89 Several policies in the Core Strategy (2012) seek to protect, and where possible enhance, access for pedestrians and cyclists throughout the Borough. This includes several elements, such as protecting and enhancing existing routes, securing the formation of new routes, and ensuring developments are laid out in a manner that promotes pedestrian and cyclist access to the site and complements the surrounding pedestrian and cyclist infrastructure. The purpose of this section is to provide guiding principles as to how this should be achieved, and also to clarify the role of the Strategic Walking and Cycling Networks, which are shown in the LDF Proposals Map.

2.90 For clarity, the term pedestrian includes disabled people. For further guidance on access for disabled users please refer to the Mayor's Housing SPG (2012) and RBK's Access for All SPD (July 2005).

Strategic Walking and Cycling Networks

2.91 The Core Strategy (2012) includes Strategic Walking and Cycling Networks (refer to the LDF Proposals Map and Appendix 8 of this SPD). These networks include existing formed routes as well as proposed routes which are not currently of an appropriate standard for use or are not open for public access.

2.92 These routes are deemed to be strategically important walking and cycling routes in the Borough. The purpose of identifying them in the Core Strategy (2012) is to:

- indicate the routes the Council intends to promote and enhance to support and deliver the objectives of the Core Strategy (2012).
- ensure that development which occurs adjacent to these routes protects, and where possible, enhances the quality of these routes.
- secure public access to proposed routes through proposed development sites.

Requirements

2.93 Development proposals should prioritise the access needs of pedestrians and cyclists, as follows:

a. Facilities and services on-site should be easily accessible by pedestrians and cyclists, to include continuous, safe, direct, convenient, and inviting pedestrian and cyclist routes from the site access (and adjoining public routes) to facilities and services on site (including cycle parking facilities).

b. Ensure that development on the site protects or enhances the quality, safety, and security of walking and cycling routes adjoining the site, for example, avoiding or removing blind corners, hiding spots and enclosed alleys, maintaining or improving the lighting of routes, and maintaining or improving casual surveillance.

c. For larger developments, undertake walking audits of the site and the surrounding pedestrian environment to ensure it is suitable for its intended use. This will help to ensure direct, secure, accessible and pleasant walking routes to surrounding public transport stops and stations.

d. Gated communities will be resisted where public access through the site would improve transport connectivity or public access to facilities.

e. Walking and cycling routes should be enhanced and development proposals should seek to mitigate any adverse affects, and where possible enhance strategic walking and cycling networks.

f. Where a development site contains a proposed section of the Strategic Walking or Cycling Networks (as shown on the LDF Proposals Map) this route should be secured for public access through legal agreements, provision of land, financial contributions, and/or physical works.

g. On-site signage should be provided on large and complex developments to improve pedestrian and cyclist way finding and safety.

h. To provide links that connect to key pedestrian desire lines, crossings, bus stops and other local features, and that any cycle access should also connect to routes already used by cyclists. In general, the design of the proposed development should connect to existing surrounding infrastructure, including parks and open spaces.

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Appendix 1: Transport Requirements Checklist

The following should be used to check key transport and other information requirements for a planning application.

Requirement	Threshold for Provision
Transport Assessment or Transport Statement	A Transport Assessment or Statement should be provided when the proposed development satisfies the thresholds in Table 1 (p12). These thresholds should be used as a guideline, but the Council will assess the need for a Transport Assessment or Statement on a case by case basis. A Transport Assessment/Statement may be requested when the thresholds in Table 1 are not satisfied, in the following cases: • when there are locally significant transport issues associated with a site (such as safety concerns, or poor quality transport infrastructure in the vicinity of the site) • when there are cumulative impacts of various uses within a proposed development site • when a development proposal generates significant freight or heavy goods vehicle movements per day or significant abnormal loads per year.
Travel Plan	Applicants are required to submit a Travel Plan or Statement with their planning application in the following circumstances: • When the proposed development satisfies the thresholds in Table 2. • Where the planning application is to extend or vary an existing activity and the overall use of the site, if the proposed planning application were to be implemented, would meet the thresholds in Table 2. • Where the proposed development does not satisfy the thresholds in Table 2, but is still likely to involve a significant level of travel to the site. • Where the proposed development does not satisfy the thresholds in Table 2, but there are local transport problems that the development is likely to exacerbate. • Non-residential proposals within Travel Plan Network areas.
Delivery Servicing Plan	Applicants are required to submit a Delivery Servicing Plan where the proposed development involves significant or disruptive servicing activities. It is required where a full Travel Plan is submitted with an application for a non-residential development. Non-residential applications required to provide a Travel Plan Statement may also be required to submit a Delivery Servicing Plan, particularly where deliveries cannot be accommodated safely on site, or where a strategic transport route will be affected; this should be agreed with the Council on a case by case basis.
Construction Logistics Plan	A Construction Logistic Plan is required where a development proposal involves construction activities and a full Transport Assessment is submitted. Applicants are also required to submit a Construction Logistic Plan where the proposed development involves significant or disruptive construction activities, particularly where a strategic transport route will be affected; this should be agreed with the Council on a case by case basis.
Parking Management Plan	Development proposals will be required to provide a Parking Management Plan in the following instances: • Where the proposed development has parking spaces designated for particular uses (e.g. disabled parking, parking with electric vehicle charging infrastructure, secure cycle parking facilities). • Where the proposed development has parking spaces that need to be allocated (e.g. a residential development with parking spaces that will be allocated to residential units, or mixed use developments where parking will need to be allocated to each use). • Where there is potential for misuse of on-site parking spaces or parking overspill from the parking area, which would have a detrimental effect on highway safety, parking, or congestion on the surrounding highway network or any road network internal to the development.

Requirement	Threshold for Provision
	• Where operational issues are of importance. For example, where the use of parking spaces is time-limited or the car park has defined opening/closing times. • Non-residential developments that do not provide dedicated parking/loading spaces for delivery and servicing activities. Please note: where a Parking Management Plan would not otherwise be required, and the development is required to submit a Delivery Servicing Plan, the applicant will not be required to submit a Parking Management Plan if they outline in the Delivery Servicing Plan how parking and loading activities for delivery and servicing vehicles will be carried out for the site.
Car Club Bays and/or membership	Proposed residential developments providing 40 or more dwellings should provide on-site car club facilities at a rate of one car club per 40 units and provide each dwelling with two years free membership and ten hours free use of the car club. All proposed residential developments with more than five units will be required to provide all dwellings with at least two years free membership to the nearest car club bay provider.
Electric Vehicle Charging Points	Developers should comply with the standards in the London Plan (2011) and guidance for the installation of EVCI as outlined in Annex 5 of the Land for Industry and Transport SPG (2012). An extract from Annex 6 of the Land for Industry and Transport SPG (2012) summarises these thresholds as follows: _table below_ Where a planning application meets London Plan (2011) thresholds for the provision of car parking spaces, but does not reach thresholds outlined in the London Plan (2011) for provision of EVCI (i.e. is required to provide less than five car parking spaces), proposed developments should provide at least one car parking space with an active EVCI.

Parking spaces intended for:	Residents	Employees	Visitors/Shoppers/Clients
Active (% of total parking spaces)	20	20	10
Passive (% of total parking spaces)	20	10	10
Total (active + passive as % of total parking spaces	40	30	20

Appendix 2: Transport Assessment and Statement Template

This template provides guidance for the preparation of Transport Assessments to be submitted with planning applications. However, applicants should still ensure that Transport Assessments satisfy the requirements of TfL's Transport Assessment Best Practice Guidance for Major Planning Applications.[16]

Section	Content	TA	TS
Executive Summary	Summary of key points	Y	Y
Introduction	Background	Y	Y
	Overview of proposals	Y	Y
	Structure of the document	Y	
Policy context	Relevant national, regional and local policies	Y	
Development proposals[17]	Site address	Y	Y
	Provide a map showing location of the site	Y	Y
	Provide detailed plans showing site layout	Y	Y
	Outline proposals e.g. type of activity, number of residential units, sqm of floorspace, nature of operation, hours of operation, number of employees, number of customers, number of parking spaces (vehicle, cycle, disabled, vehicle charging points) etc	Y	Y
Baseline Assessment[18]	Existing use of the site	Y	Y
	Existing parking provision on site	Y	Y
	Existing conditions surrounding the site:		
	• existing traffic data e.g. traffic counts, turning counts	Y	Y
	• existing trip rates for all modes generated by the site	Y	Y
	• existing traffic modelling date	Y	
	• accident data - parking conditions around the site	Y	Y
	Indicate public transport services to the site (PTAL ratings, supplemented with: nearest train station(s), train frequencies, bus route frequencies, destinations etc)	Y	Y
	Developments in the area with planning approval but not yet implemented	Y	

<div style="margin-left:2em">44</div>

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16   www.tfl.gov.uk/assets/downloads/transport-assessment-best-practice-guidance.pdf. Page 20 of the guidance provides a Transport Assessment checklist, outlining the documents that maybe needed in the TA.

17   Table 6.1 (page 28) of TfL guidance provides a list of development details required for common land uses with transport impacts

18   Table 6.2 (page 30) of the TfL guidance provides a list of the main requirements per transport mode

Section	Content	TA	TS
	Proposed highway improvement schemes in the area. (Refer to the Borough's LIP2 (2011) and the Annual Spending Submission for further information on these schemes)	Y	
Trip Generation, Distribution & Modal Share	Existing and proposed trip generation from the site. Trip generation calculations should be based on similar sites in the TRAVL database. Additional data may be obtained from the TRICS database where there are insufficient sites on TRAVL, as long as the choice of site is appropriate and the survey data is multi-modal	Y	Y
	Peak period trip generation from the site. Includes: • Trip generation from the site during peak traffic periods on the surrounding highway network, and • Peak trip generation from the site if it occurs during a different period of the day than peak traffic periods on the surrounding road network.	Y	Y
Impact	Trips generated from the site will impact on surrounding transport infrastructure and services	Y	Y
	Capacity of transport infrastructure and services in the surrounding areas	Y	Y
	Junction assessment modelling	Y	
	Considerations should include; road and junction capacities, suitability of roads for HGV use, footway and cycleway capacity and quality, bus service capacity and quality, quality of bus stops and stations, train station and service capacity	Y	
	Assessment of the impact of trip generation during peak trip hours on the surrounding transport network	Y	Y
	Existing or potential new safety concerns in the vicinity of the site e.g. accident history, vulnerable road users, proximity to school or nursery	Y	Y
	Location of proposed development within an area of parking controls; and potential impact of occupied development on street parking levels.	Y	
	Impact of the development on the surrounding highway network during the construction stage	Y	Y
Mitigation Measures	Where the capacity of surrounding transport infrastructure/services is not sufficient to accommodate the development (i.e. capacity already exceeded, or will be exceeded as a result of the proposed development), improvements required to accommodate the development sustainably. Information to be submitted may include: • Modelling evidence • Infrastructure improvements • Financial contribution towards new bus routes, bus stops, car club bays etc • Travel Plan • Delivery Servicing Plan • Construction Logistic Plan • Parking Management Plan	Y	Y
Other stakeholders	• Where trips generated from the development are likely to have a significant effect on the TfL road network or public transport services,	Y	

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Section	Content	TA	TS
	seek comments from the organisations responsible for operating this asset or service. • Where sites are close to the TLRN (Transport for London Road Network) or SRN (Strategic Road Network) the applicant should be aware of the requirements for TfL Network approval		
Summary and Conclusions	Including recommendations and the way forward	Y	Y

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Appendix 3: Travel Plan Template and Measures

This template outlines general advice for the content of Travel Plan documents to accompany planning applications. However, it is also recommended that applicants refer to guidance found in the TfL publication 'Travel Planning for New Development in London' [19].

Section	Details
Background, Development Proposals and Travel Plan Objectives	This section should provide a background to the Travel Plan and provide an overview of the site development, including: • Setting out the key objectives and benefits of the travel plan • Briefly setting out the relevant national and local policy background relating to travel planning. • Providing details of the existing use of the site and outline the proposed development including: type of activity, number of residential units, dimensions of floor space, nature of operations, hours of operation, number of employees and visitors.
Site assessment	This section should provide details of, and assess, the accessibility of the site by different transport modes: • Walking: A description of local walking conditions, and a map with isochrones showing walking times from the site to key local facilities including shops, schools and stations • Cycling: A description of local cycling conditions including a map showing local cycle routes and connections to wider cycle network (see Appendix 8) and isochrones showing cycling times to key local facilities. • Public Transport: Provide details of local train and bus routes including route destinations, locations of stations/ stops and frequencies of service • Car Use: A description of the characteristic local road network identifying any issues such as road safety problems or congestion, and asses the parking situation in the surrounding roads (e.g. whether the site is in a controlled parking zone or near a public car park) This section should also set out the transport characteristics of the proposed development site: • Access points and routes: identify the location of all access points to the site and details of access routes within the site for vehicles, cyclists and pedestrians • Car Parking: proposed number of parking spaces (including disabled parking, car club bays and electric vehicle charging points) and provide details of how the parking will be managed. Note that applications which propose car parking facilities may also be required to develop a Parking Management Plan (see section 2.7 of this SPD) which should be closely linked to and integrated with the Travel Plan. • Delivery and Servicing: set out details of how delivery and servicing of the site is proposed to operate (e.g. number of deliveries per day and week, hours of deliveries, type of delivery/ servicing vehicles required, any fleet vehicles operating from the site). Note that some applications may also be required to develop a Delivery Servicing Plan which should be closely linked to and integrated with the Travel Plan. • Cycle Parking: amount, location and type of cycle parking to be provided. • Showers and lockers: identify the number and location of any shower and locker facilities that are to be provided on the site A plan of the proposed site layout should be provided, clearly identifying all the above transport aspects.
A Package of Measures	Identify a package of measures to encourage greater sustainable travel and manage and reduce car based travel. For a Travel Plan Statement it will normally be acceptable to implement a basic package of low cost measures that focus mainly on supporting and raising awareness of sustainable travel options (e.g. providing travel information, oyster cards and cycle training). Full Travel

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19   www.lscp.org.uk/newwaytoplan/travelplan_guidance.html#sh1

Section	Details
	Plans will be required to provide a more robust package of measures to meet the needs of the site and development and include measures such as car parking management, public transport incentives, car clubs and pool cars.
Targets, Monitoring and Surveys	The Travel Plan will be monitored and reviewed on an ongoing basis to ensure it is meeting its stated objectives. Monitoring programme: Identify the programme for monitoring the Travel Plan. This should explain how frequently the Travel Plan will be reviewed, by whom and how reported. Monitoring for most Travel Plans is required at years one, three and five following occupation of the development. Modal Split Targets: The Travel Plan should contain targets for modal split i.e. the proportion of trips made to the site by each transport mode. For an existing site proposing an expansion, the existing modal splits should be obtained by a survey prior to application and targets set based on this. For new developments, targets should be set using a recognised methodology to estimate trip generation (N.B. this data should be obtained as part of the Transport Assessment/ Statement). New developments offer the best opportunity to influence travel behaviour before travel habits have formed, so modal split targets for new development should be set to be achieved from first occupation and then maintained over time. Travel Surveys: Travel surveys of staff and visitors travel patterns will normally be used to monitor the Travel Plan. This survey should as a minimum establish how staff and visitors normally travel to the site, which will be used to provide modal split data. For Travel Plan Statements on smaller sites, brief surveys of staff and visitors orally or by email can establish their main mode of travel. For full Travel Plans, more robust surveys should be conducted to survey travel behaviour in more detail, including travel for businesses trips. An example of the travel survey to be used should be appended to the Travel Plan document. For smaller sites, the aim should be to survey all or the majority of staff and regular visitors to the site. For larger sites a representative sample of staff may be appropriate. Survey results should be included in the Travel Plan, at submission stage for existing sites and as part of monitoring updates for all sites. Other targets: The Travel Plan may also contain other targets to measure the implementation and uptake of particular measures e.g. number of cycle parking spaces, number of car club members, numbers receiving cycle training, and number of parking permits issued.
Management Strategy	The Travel Plan should set out a strategy for the ongoing management of the Plan. This will include identifying who will be responsible for implementing Travel Plan measures and conducting monitoring. For schools, businesses and other organisations, the Travel Plan should identify a person or post who will be responsible for the Plan. This is often the manager or staff member from Human Resources (HR) or Facilities. For certain large or complex organisations (e.g. hospitals, universities or mixed use sites) it may be necessary to employ a dedicated person to implement the Travel Plan, especially for the first few years of the development (the Council will advise at pre-application stage where this is necessary). For residential developments, a site management company will generally be established; to implement the Travel Plan and operate the Car Club and Parking Management Plan.

Travel Plan (TP) and Travel Statement (TS) Measures

Y	Measure normally required
N	Measure not normally required

Measure	Details	TS	TP
Cycling			
Cycle parking	Provide secure, covered and convenient cycle parking facilities for employees and visitors (N.B. cycle parking should be shown on development site plans). Ensure that a management regime is put in place to ensure the cycle parking is well maintained and kept clean. The capacity of the cycle parking facilities should be monitored on an ongoing basis as part of the Travel Plan monitoring regime and if necessary, additional cycle parking should be provided. Additional guidance on cycle parking is provided in section 2.11 of this SPD and the following more detailed guidance document is available from TfL: www.tfl.gov.uk/assets/downloads/Workplace-Cycle-Parking-Guide.pdf	Y	Y
Showers and lockers	Showers and changing facilities should be provided for employees where possible, particularly for larger sites. Drying areas and facilities that enable cyclists to dry wet clothing should also be considered where possible, including lockers to store equipment (e.g. helmets, cycle pannier bags). This is particularly important for uses such as retail or education where employees and pupils will not have access to their own storage space.	Y	Y
Pool bicycles	Provide pool bicycles and equipment (helmets, lights, bags) for employees to use to carry out local work trips when appropriate. A booking system and a pool bicycle policy will be needed to manage the use of the pool bicycles. The following detailed guidance on pool bicycle provision is available from TfL: www.tfl.gov.uk/assets/downloads/businessandpartners/Pool-bikes-for-business.pdf	N	Y
Cycle to work scheme	Introduce a salary sacrifice scheme for employees to purchase bicycles, which enables employees to reduce and spread the cost of a new bicycle; a wide range of schemes are commercially available. Official guidance on implementing the scheme is available from DfT: www.dft.gov.uk/publications/cycle-to-work-scheme-guidance	Y	Y
Cycle mileage allowance	A cycle mileage allowance should be made available where employees are required to make local trips for work. The Government currently allows for a cycling allowance of 20p per mile tax free for business journeys by bike. Although higher payments will be subject to tax, they may still be offered, provided that employees choosing to cycle instead of drive are not financially disadvantaged. Official guidance on business mileage rates is available from HMRC: www.hmrc.gov.uk/rates/travel.htm	N	Y
Cycle training	Promote opportunities for cycle training to employees and residents, and provide free cycle training to those who request it. Subsidised cycle training, including one to one cycle training for adults can be obtained through the Council at: www.kingston.gov.uk/cycling	Y	Y
Dr Bike/ Bicycle maintenance sessions	Run regular 'Dr. Bike' maintenance sessions and cycle maintenance training sessions for employees and visitors - these are available from the Council. The Council also operates regular public bike maintenance classes and a range of free public Dr Bike sessions (normally in town centres and train stations) which can be promoted to employees. For details of public events or to arrange your own event see: www.kingston.gov.uk/cycling	Y	Y
Bicycle User Group (BUG)	Form a group to support the interests of cycling employees and provide information and a social network for cyclists.	N	Y

'Bike Buddy' scheme	Introduce a scheme to match up volunteer experienced cyclists with inexperienced or nervous cyclists to accompany them on their way home and help them get used to the route.	N	Y
Cycling events and promotions	Participate fully in and arrange activities to promote cycling to employees/ visitors as part of national Bike Week (June) and other appropriate campaigns and events. For details of cycling events, campaigns and information organised by the Council and Transport for London see: www.kingston.gov.uk/cycling and www.tfl.gov.uk/cycling	Y	Y
Cyclists toolkit	Provide a toolkit for cyclists to borrow to make emergency repairs to their bikes. The toolkit should contain essentials such as a bike pump, puncture repair kits, tools and oil. This could be stored in the cycle parking area if secure or kept at a Reception	Y	Y
Cycle route planning	Kingston has an extensive network of cycle routes, many of which are on alternatives routes to main roads. There is a range of online cycle route planning tools which can be made available to employees and visitors on the Council and other websites. The TfL route planner is available at: www.tfl.gov.uk/cycling. Paper maps are also useful to be displayed at reception or for non-desk based employees. TfL provides free copies of London Cycle Network maps, and copies of the Kingston Cycle Network map are available free from the Council at www.kingston.gov.uk/cycling. For residential use Travel Plans this cycle route planning information should be provided as maps in a travel welcome pack and on site notice boards and on residents' websites where available.	Y	Y
Walking			
Walking promotion	Participate fully in and arrange events and initiatives to promote the benefits of walking (e.g. financial, health-related, and environmental). This should include participating in national or London-wide walking events, including Walk to Work Week (usually held in May). Details of this and other local walking events can be found at: www.kingston.gov.uk/travel_awareness	Y	Y
Walking information	There are a range of online walking route planning tools. The TfL journey planner has a walking option and is available at: www.tfl.gov.uk/journeyplanner. An alternative walking route planning is available at: http://walkit.com/. The Kingston Cycle Network map may also be used for planning local walking trips and is available free at: www.kingston.gov.uk/cycling. For proposed residential development Travel Plans this information should be provided in a travel welcome pack, on site notice boards and where appropriate on residents' websites.	Y	Y
Public transport			
Pool Oyster Cards	Provide employees with pool Oyster cards for business trips or reimburse them for topping up their own Oyster cards for work trips. Oyster card information is available on the TfL website www.tfl.gov.uk/oystercard	Y	Y
Season ticket loan	Introduce an interest free season ticket loan scheme for public transport to allow employees to spread the cost of a season ticket	Y	Y
Oyster card information	Provide employees with information on the Oyster card scheme and the location of nearby Oyster top up points.	Y	Y
Live travel information boards	For some larger sites with high visitor volumes, such as shopping centres, hospitals or universities, it may be appropriate to have screens displaying live travel information for local services. A display screen with an internet link would be required. A link to live train information is available free from South West Trains www.southwesttrains.co.uk	N	Y
Public Transport Incentives	For proposed residential development Travel Plans, incentives should be provided to encourage new residents to use public transport as soon as they move in whilst travel habits are forming. This incentive would normally be a free Oyster card with free credit (e.g. £30) so that residents may familiarise themselves with local free transport.	Y	Y

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Car Use			
Car User Policies and Mileage	Review policies for employees using their cars for work and ensure that the criteria for allocating car users allowance and mileage claims do not incentivise unnecessary car use. Ensure that the use of environmentally friendly car choices are not penalised, and are rewarded if possible. Official guidance on business mileage rates is available from HMRC: www.hmrc.gov.uk/rates/travel.htm	**N**	**Y**
Car Parking Management	Proposals with an on-site car park should state how they will manage parking provision as part of the Travel Plan. Larger or complex proposals may be required to submit a separate Parking Management Plan but this should be linked to the Travel Plan. Options for managing car parking provision include; introducing parking charges or a parking permit system that allocates permits according to criteria (e.g. disability, operational needs, distance from work).	**Y**	**Y**
Pool cars	For employees needing to make business trips, either purchase or operate your own pool cars or set up a business contract with a nearby car club.	**N**	**Y**
Car club	For proposed residential development Travel Plans, incentives should be provided to encourage new residents to join a car club as soon as they move in whilst travel habits are forming. At least one years free membership and a number of hours free drive time to a local car club should provided for all new residents. Larger proposals may be required to provide their own on-site car club.	**Y**	**Y**
Car share	Employees and other visitors making similar regular journeys to the site may be able to share a car, with significant cost savings. Public car sharing web sites such as 'Liftshare' allow people to search for others making a similar journey. See www.liftshare.com/uk/ (other sites can be found online). Links to these sites should be advertised to staff or where appropriate visitors on emails, websites or notice boards or promotional events could be held. Alternatively, car sharing can be organised more informally, e.g. through intranet notice boards. Other measures to promote car sharing include providing priority parking spaces for car sharers and offering a guaranteed lift home in an emergency.	**Y**	**Y**
Fleet Vehicles	Conduct a review of any fleet vehicles you have to ensure they are operating as efficiently as possible. Drivers should also be trained in safe and fuel efficient driving techniques. Further guidance is available from TfL: www.tfl.gov.uk/assets/downloads/businessandpartners/fuel-and-fleet-management-guide.pdf	**N**	**Y**
Delivery and Servicing	Measures should be put in place to manage freight movements to the site, particularly where there are significant numbers of movements. Larger or complex proposals may be required to provide a separate car parking management plan but this should be linked to the Travel Plan. For further details see above section on Delivery Servicing Plans.	**N**	**Y**
Smarter working			
Home/ Remote working	Where suitable, e.g. for office based employees, a home or remote working policy should be introduced that allows employees to work and access computer systems remotely so that employees do not have to travel to the office on some workdays. This will allow employees to reduce commuting time and costs, and can free up office space for the employer.	**Y**	**Y**
Flexible working	Where suitable, e.g. for office based employees, a flexible working policy should be introduced that allows employees to work flexible hours. This can allow employees to avoid travelling at peak times, reducing congestion on road and public transport.	**Y**	**Y**
Tele-conferencing	Tele-conferencing equipment can be introduced to enable business meetings to be conducted remotely without the need to travel, particularly for longer distances.	**N**	**Y**

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Travel information, marketing and promotion			
Web travel information	Provide a travel page for employees and visitors on the internet. This should contain staff travel policies, travel information and links to external sites such as journey planners and cycling information sites.	**Y**	**Y**
Travel information leaflet	Produce a travel leaflet explaining the Travel Plan, containing information on staff travel policies and practical travel information. This should be distributed to all staff upon first occupation or when the Travel Plan is launched, and then included in induction information for all new staff and displayed in reception areas. For proposed residential development Travel Plans this information should be provided as a travel welcome pack to be distributed to new residents and should be displayed and made available in communal areas.	**Y**	**Y**
Travel awareness events and initiatives	Promote sustainable travel events, initiatives and campaigns (e.g. Bike Week, Walk to Work Week, etc.). RBK organises and provides information on a range of travel awareness events: www.kingston.gov.uk/travel_awareness	**Y**	**Y**

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Appendix 4: Delivery Servicing Plan Measures

The following provides a range of measures to be included in Delivery Servicing Plans (DSPs) to reduce the impacts of delivery and servicing activities.

DSP Measure	Explanation
Inform suppliers of the delivery location	Ensure that suppliers know where they should be loading and unloading and the most appropriate routes to and from the site. A map should show loading and unloading locations; to be included in communications with the supplier.
Implement a delivery booking system	A delivery booking system should ensure that deliveries will be managed according to the capacity of the loading facilities available. Deliveries should avoid peak hours and minimise congestion on-site, and each delivery should have a specific time slot.
Move deliveries outside peak or normal working hours	Where possible, reschedule some or all deliveries outside peak hours.
Reduce the time spent on-site by suppliers	A booking system could reduce time on-site by specifying unloading times.
Reduce and consolidate delivery, servicing and collection frequencies	Consider reducing deliveries and collections; including office stationery, catering supplies and waste.
Use the procurement process	By inserting particular requirements into a contract, suppliers can be encouraged to: • Operate freight vehicles safely and lawfully • Reduce their impact on the environment • Reduce costs by following best practice and improving the efficiency of freight movement • Use an agreed route to and from the site
Reduce/minimise couriers and parcel deliveries/collections	Couriers or specialist delivery companies often account for a large proportion of visits to a site each day. Open delivery times may enable couriers to consolidate deliveries.
Waste management	Review how waste is collected to reduce collections for disposal.
Cooperative working with building tenants and your neighbours	Collaborative activities may include sharing and managing available loading facilities, booking systems and other procedures

For more detailed information on DSPs please refer to the TfL guidance 'Making Freight Work for You[20] and the Trailblazer initiative[21].

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20   www.tfl.gov.uk/microsites/freight/documents/Delivery-and-Servicing-Plans.pdf
21   www.trailblazer.eu/files/249590741.pdf

Appendix 5: Car Park and Garage Dimensions

Figure 2 Car Park Dimensions

Figure 3 Garage dimensions

minimum dimensions

1 car + 1 cycle (rear storage)

1 car + 1 cycle (side storage)

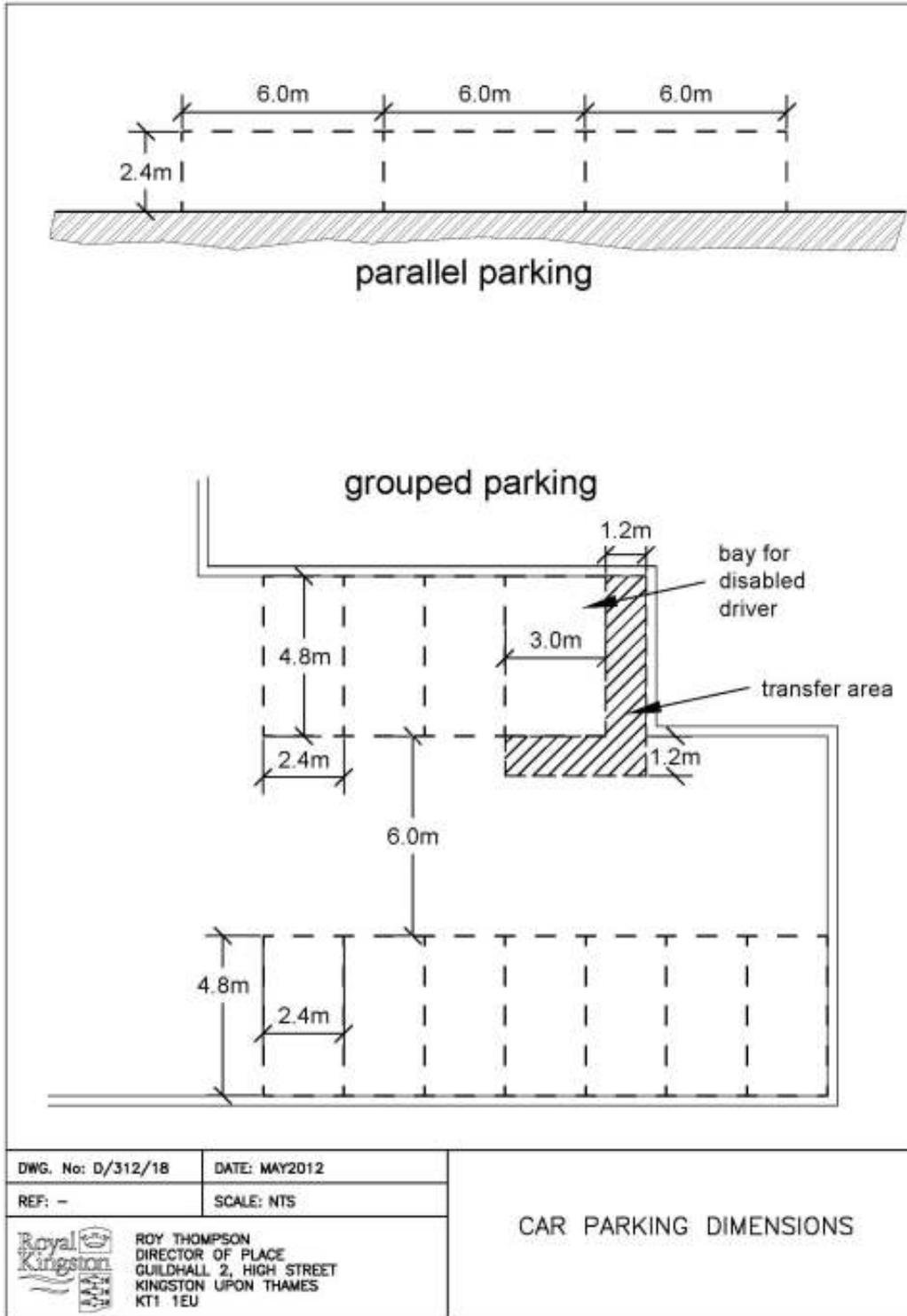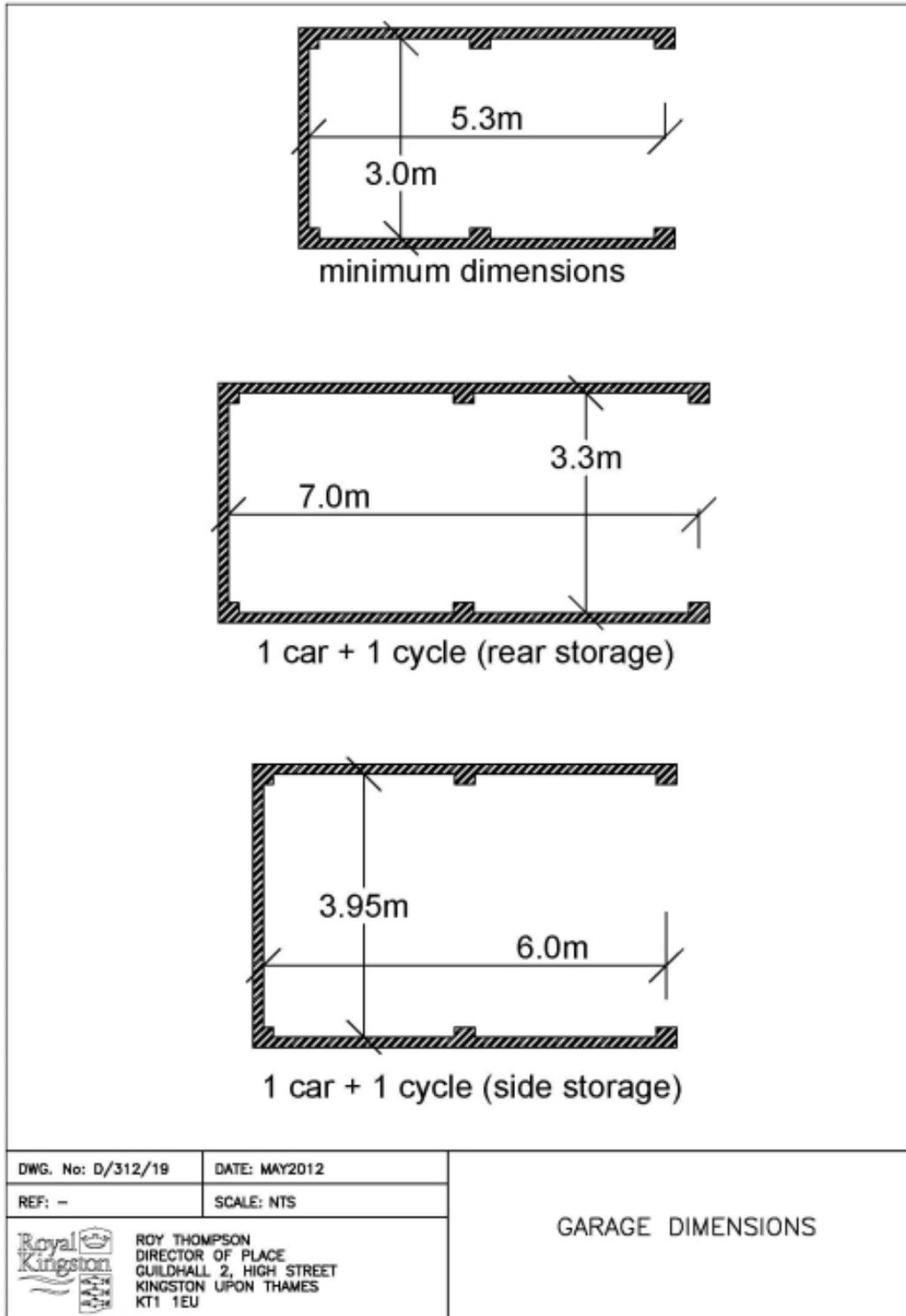| DWG. No: D/312/19	DATE: MAY2012	
REF: –	SCALE: NTS	
Royal Kingston ROY THOMPSON DIRECTOR OF PLACE GUILDHALL 2, HIGH STREET KINGSTON UPON THAMES KT1 1EU		GARAGE DIMENSIONS

Appendix 6: Examples of Cycle Parking Layout Criteria
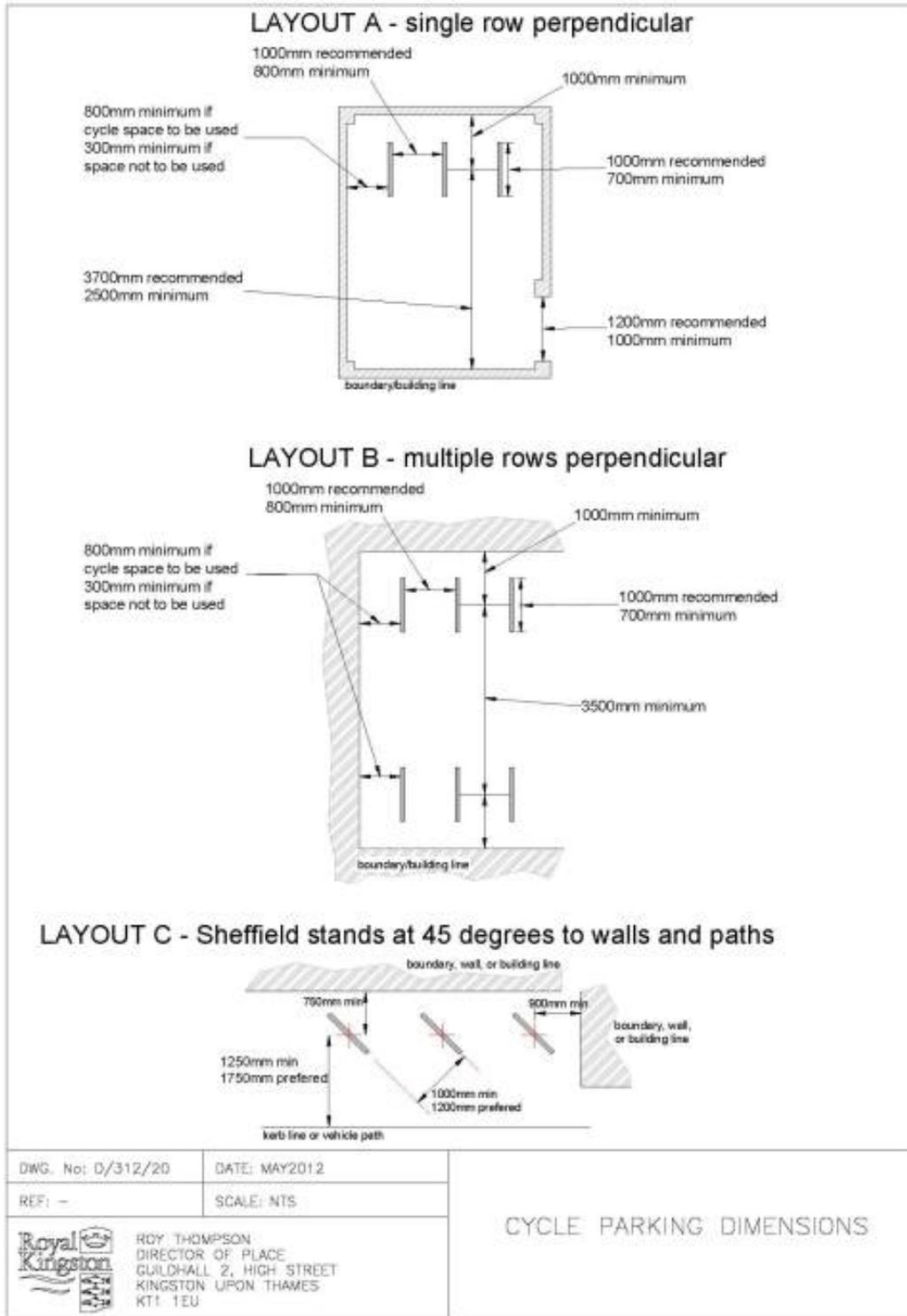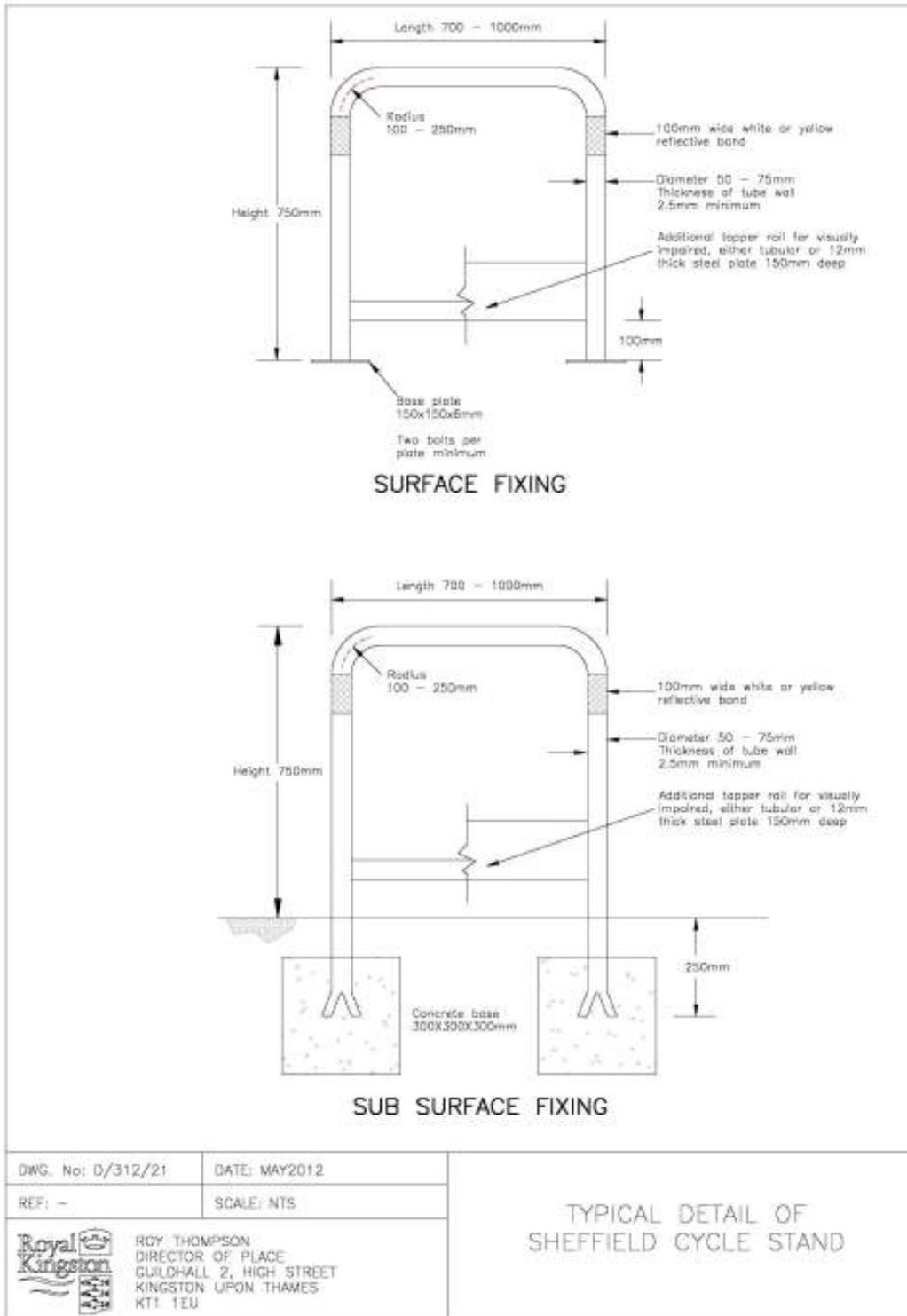
Figure 4 Examples of Cycle Parking Layout Criteria

Figure 5 Typical Detail of Sheffield Cycle Stand

Length 700 — 1000mm

Radius
100 — 250mm

100mm wide white or yellow
reflective band

Diameter 50 — 75mm
Thickness of tube wall
2.5mm minimum

Height 750mm

Additional topper rail for visually
impaired, either tubular or 12mm
thick steel plate 150mm deep

100mm

Base plate
150x150x6mm

Two bolts per
plate minimum

SURFACE FIXING

Length 700 — 1000mm

Radius
100 — 250mm

100mm wide white or yellow
reflective band

Diameter 50 — 75mm
Thickness of tube wall
2.5mm minimum

Height 750mm

Additional topper rail for visually
impaired, either tubular or 12mm
thick steel plate 150mm deep

250mm

Concrete base
300X300X300mm

SUB SURFACE FIXING

DWG. No: D/312/21	DATE: MAY2012	
REF: —	SCALE: NTS	TYPICAL DETAIL OF SHEFFIELD CYCLE STAND
Royal Kingston	ROY THOMPSON DIRECTOR OF PLACE GUILDHALL 2, HIGH STREET KINGSTON UPON THAMES KT1 1EU	

Appendix 7: Road Hierarchy

Figure 6 Road Hierarchy

58
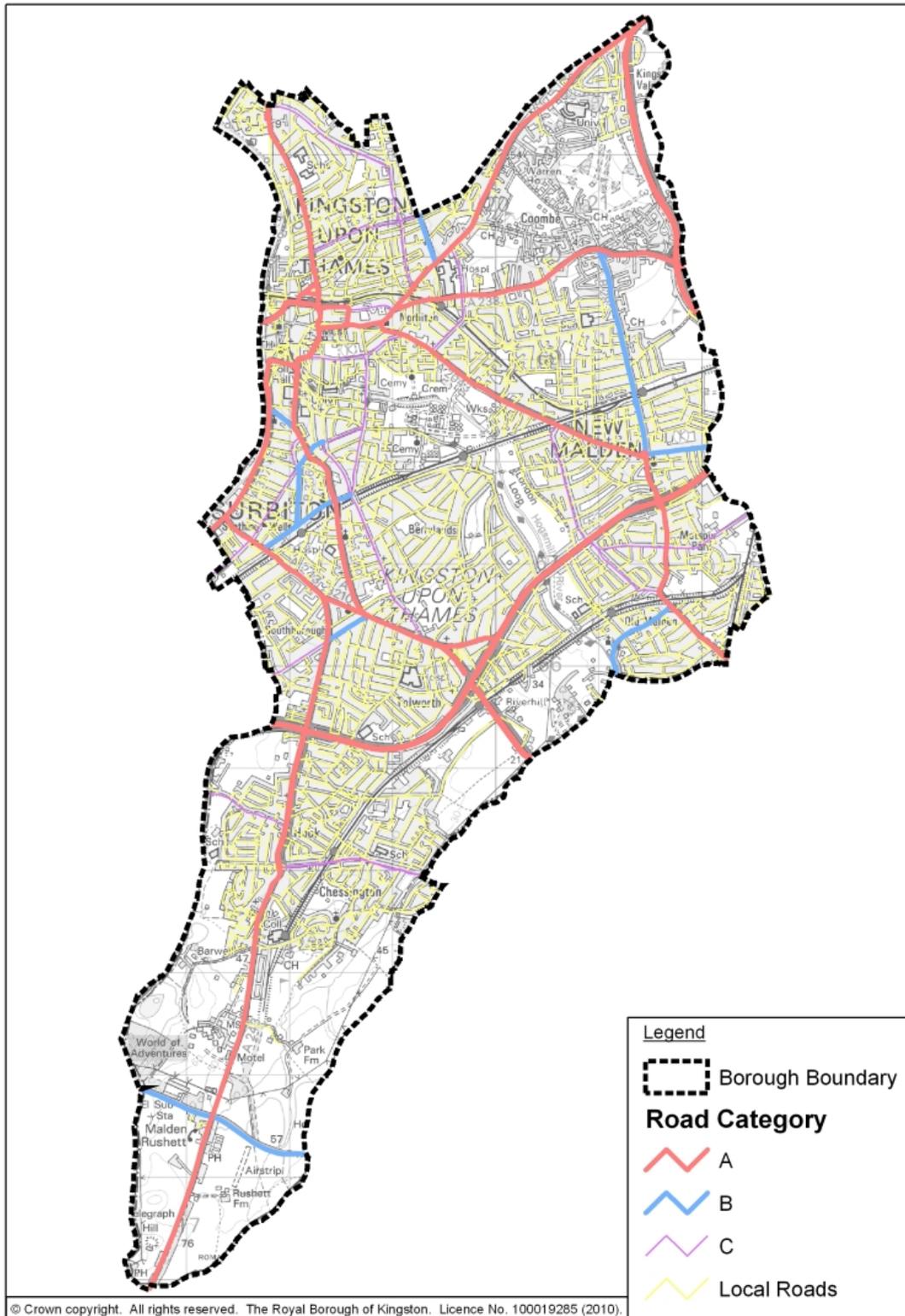
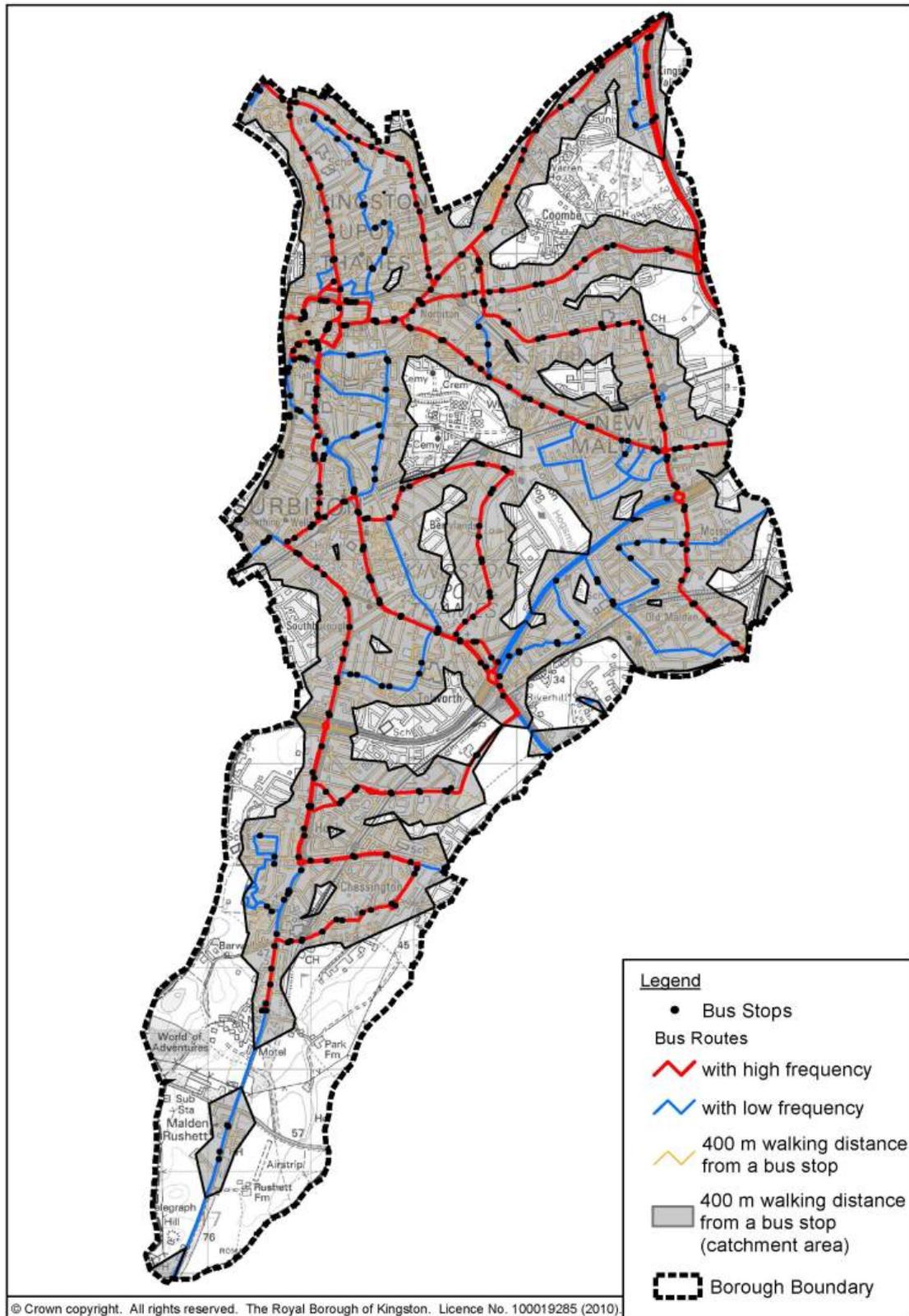# Appendix 8: Bus Routes, Strategic Walking and Cycling Networks

Figure 7 Bus Routes

Legend

- Bus Stops

Bus Routes

with high frequency

with low frequency

400 m walking distance
from a bus stop

400 m walking distance
from a bus stop
(catchment area)

Borough Boundary

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Figure 8 Strategic Walking Network

Title

Royal Kingston

RBK Strategic Walking Network

Legend

— STRATEGIC WALKING NETWORK
···· Borough Boundary

0 0.2 0.4   0.8   1.2

Miles

N

1:11,000
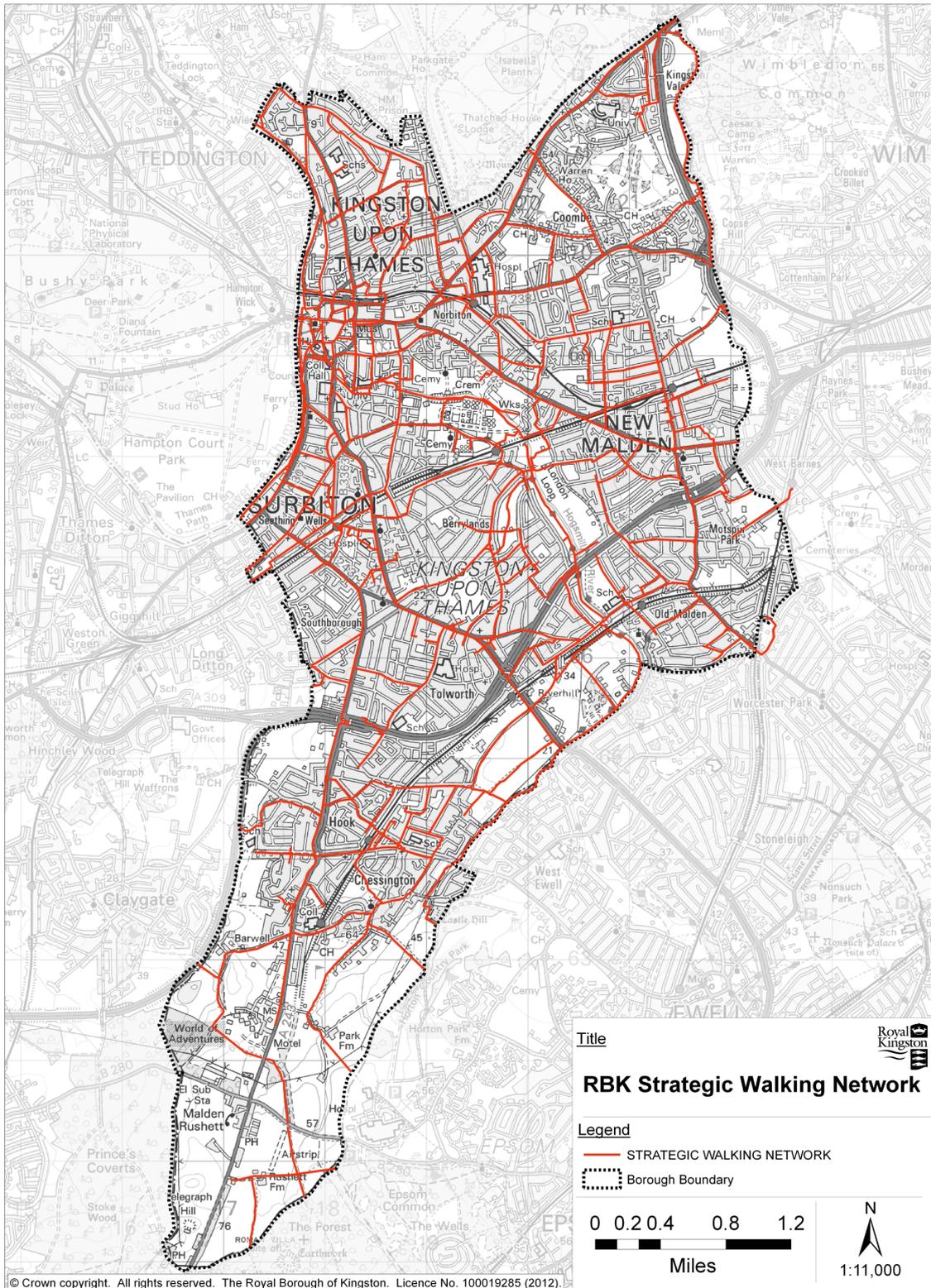
Figure 9 Strategic Cycling Network

Title

Royal Kingston

RBK Strategic Cycling Networks

Legend

ADDITIONS TO STRATEGIC CYCLING NETWORK

STRATEGIC CYCLING NETWORK

Borough Boundary

0   0.2 0.4   0.8   1.2

Miles

N

1:11,000

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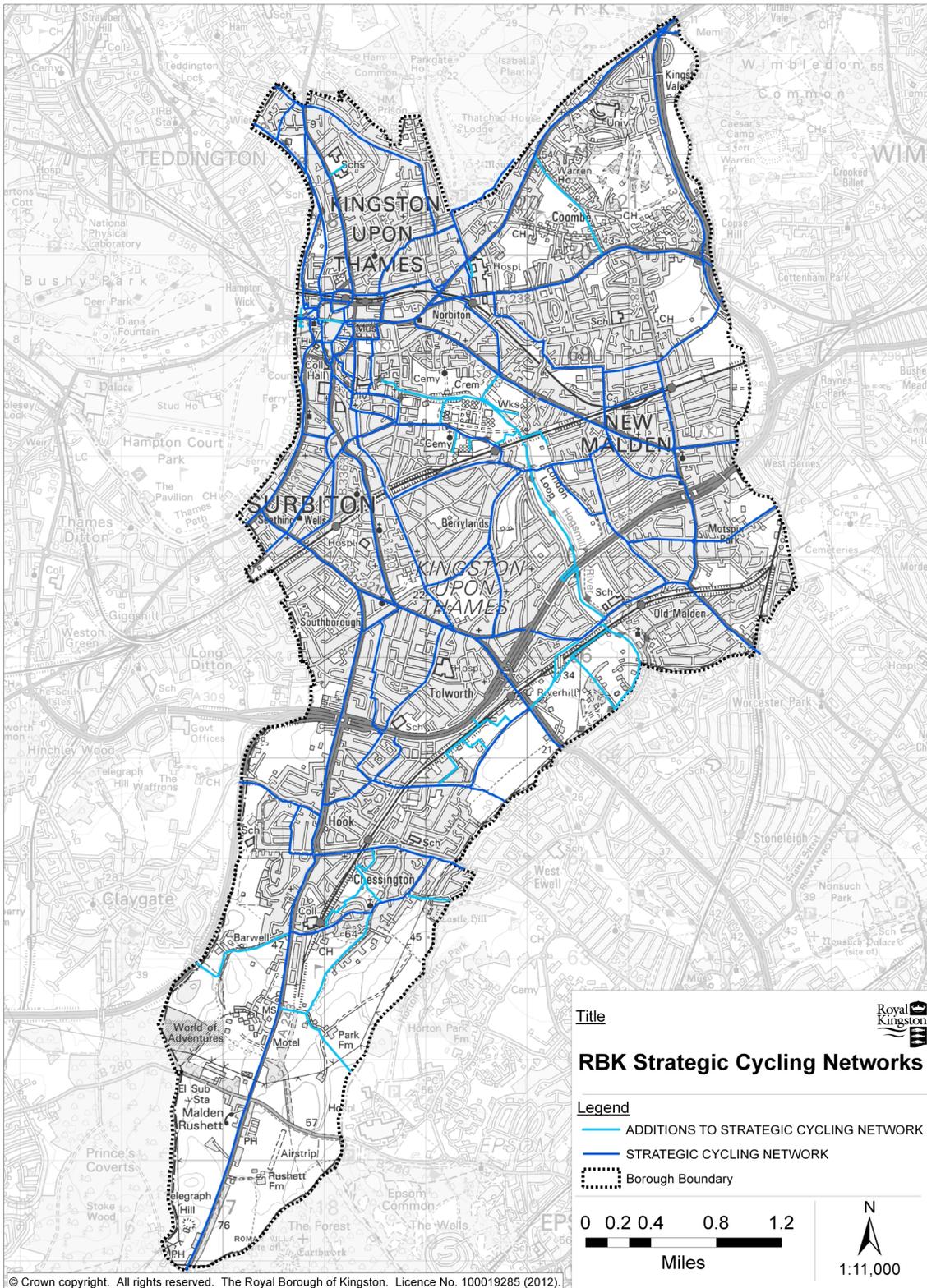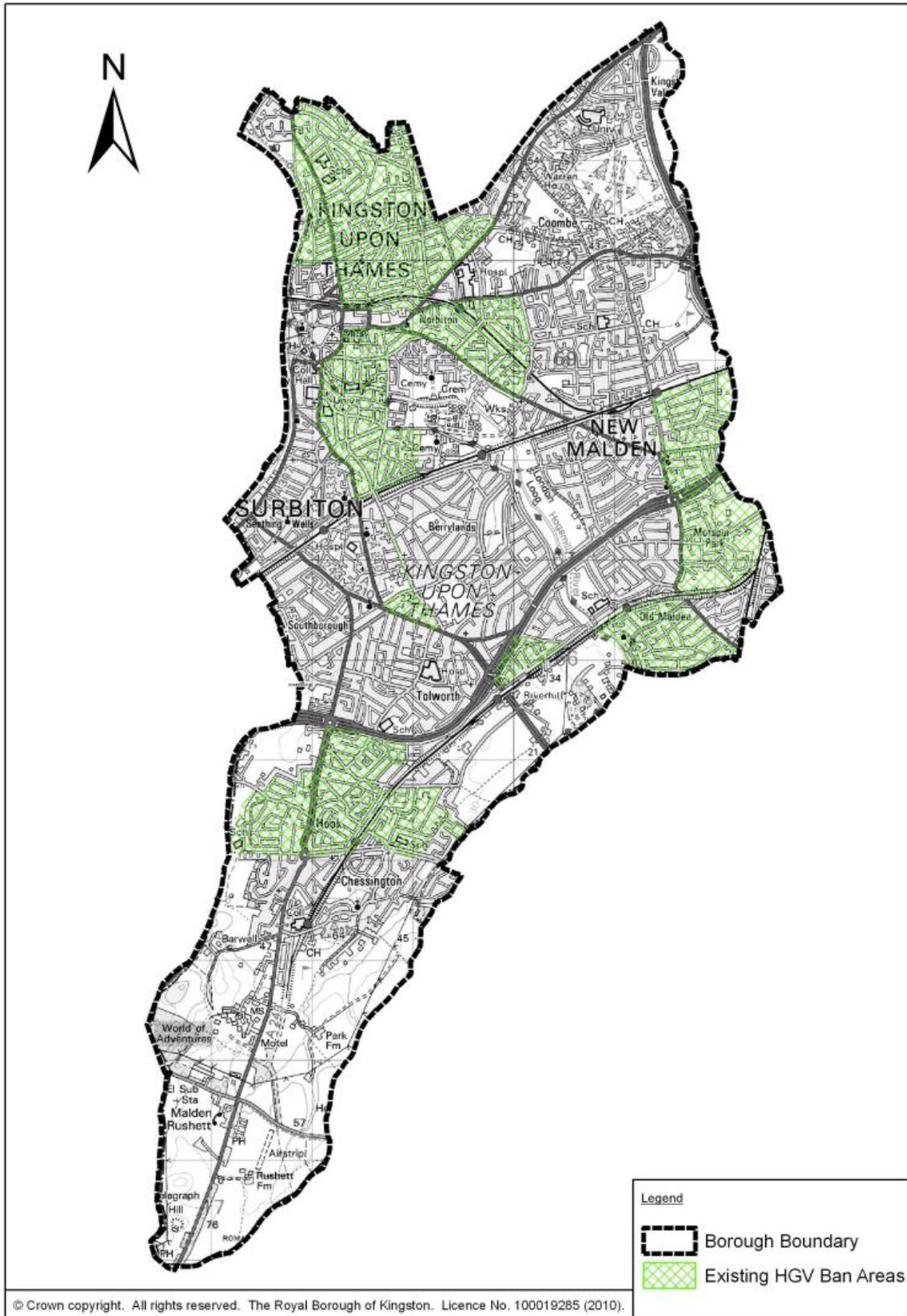
Appendix 9: RBK Controlled Parking Zone Map

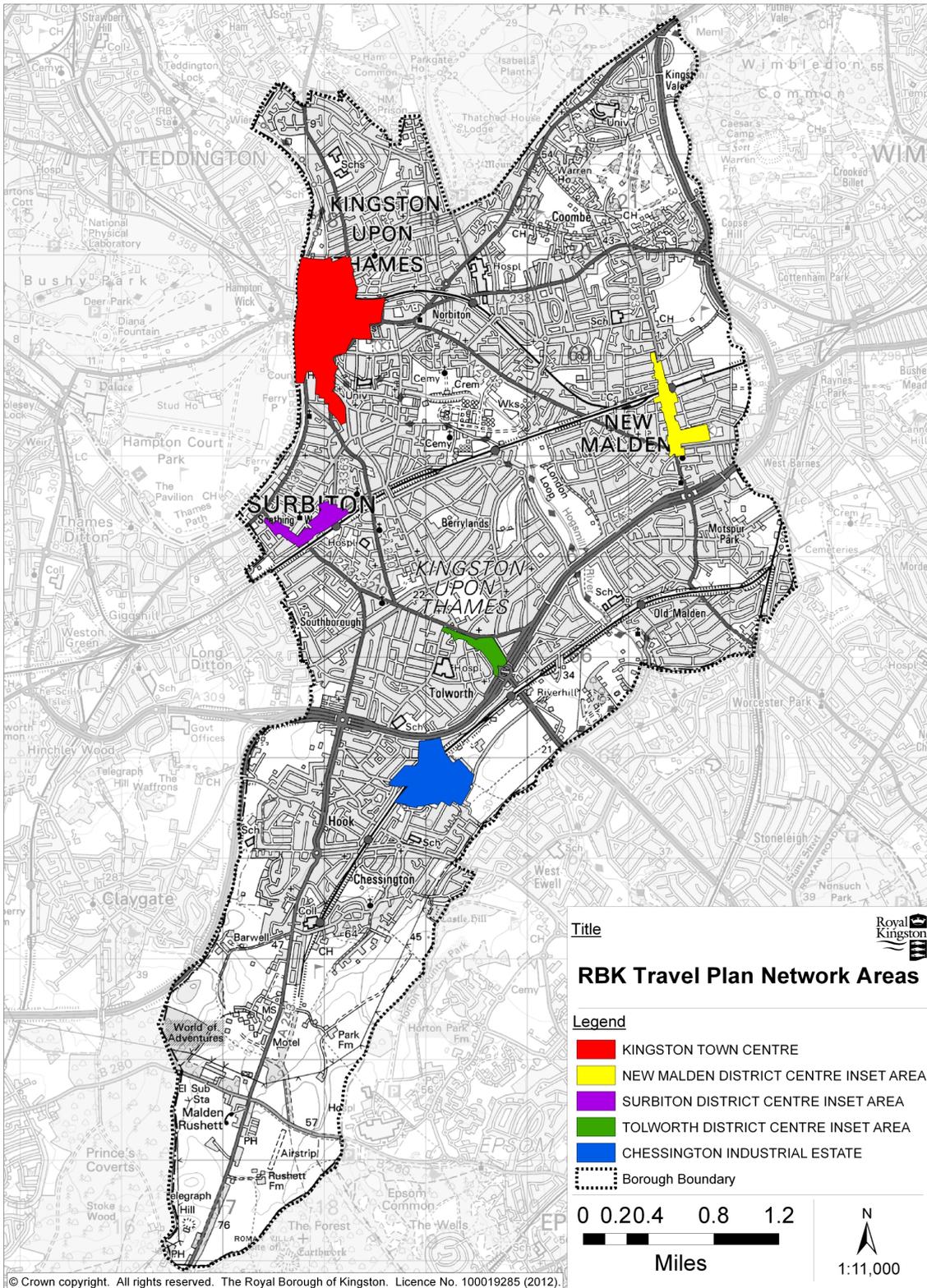**Figure 10 RBK Controlled Parking Zone Map**

62
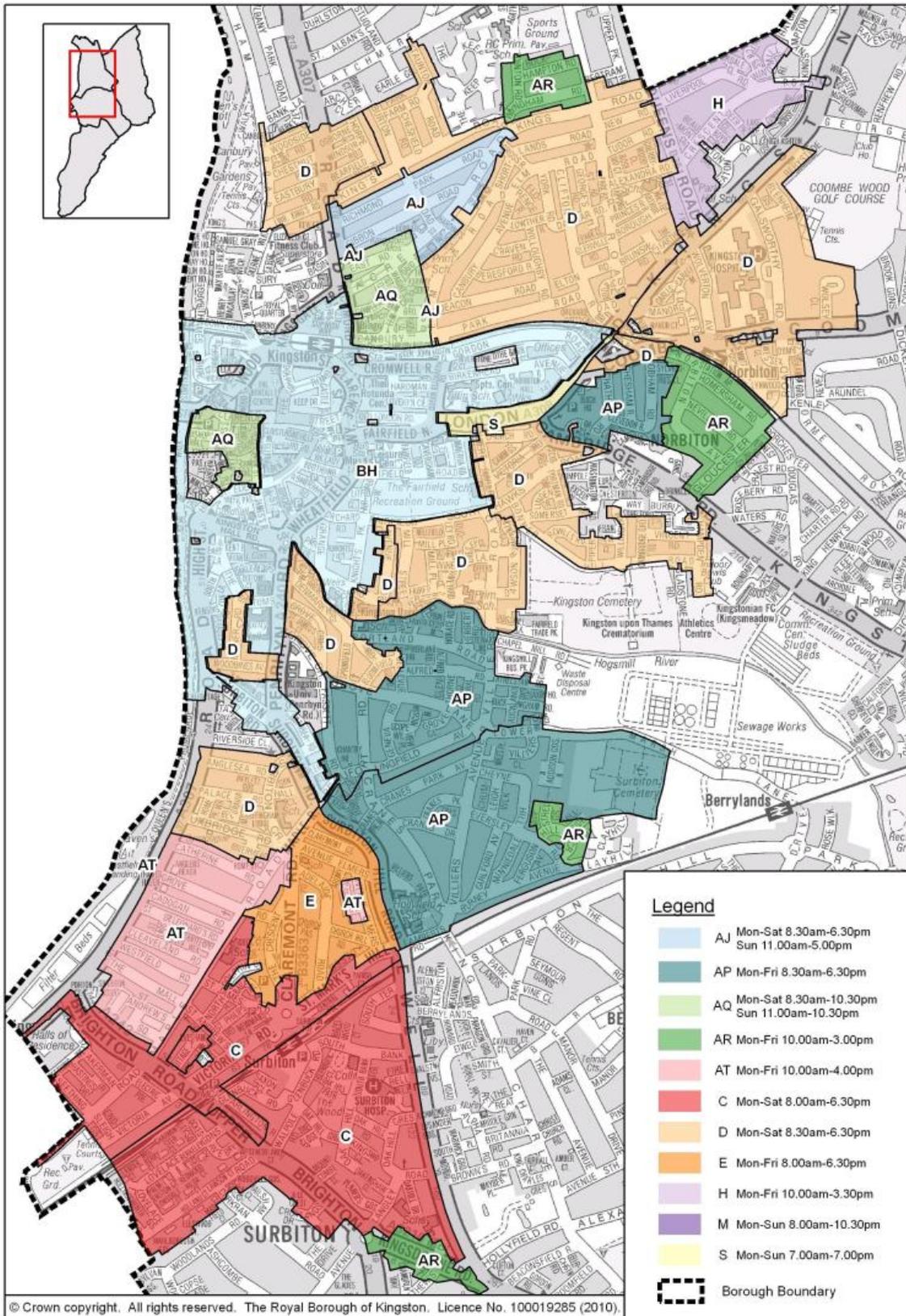
Appendix 10: Freight Restrictions Area

Figure 11 Freight Restrictions Areas

Appendix 11: Travel Plan Network Area

Figure 12 Travel Plan Network Areas

Appendix 12: CAPITAL Models for Kingston

Figure 13 CAPITAL Models for Kingston (to Waterloo)
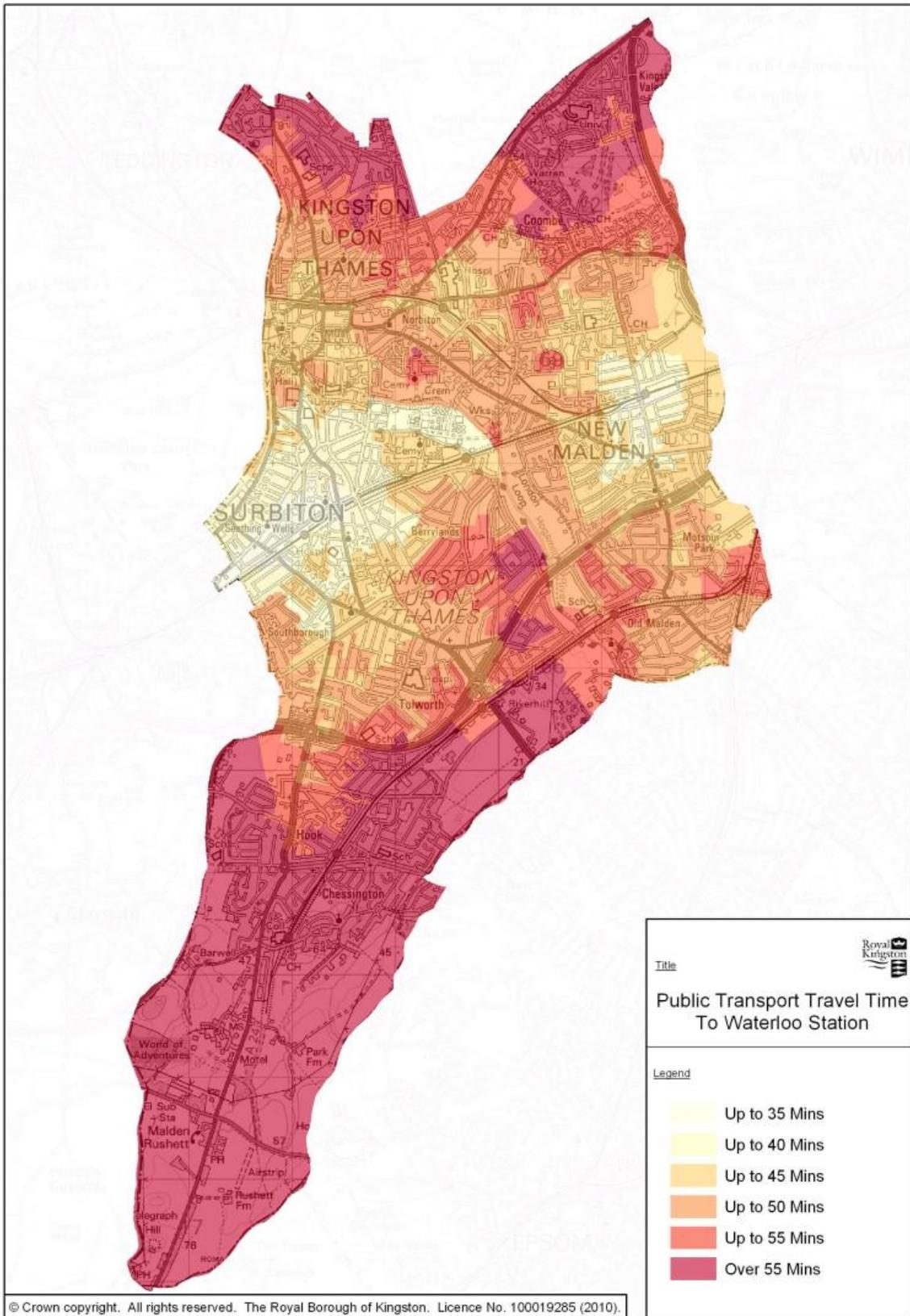
Figure 14 CAPITAL Models for Kingston

Royal Kingston

Title

Public Transport Travel Time
To Kingston Station

Legend

Up to 10 Mins
Up to 20 Mins
Up to 30 Mins
Up to 40 Mins
Up to 50 Mins
More than 50 Mins

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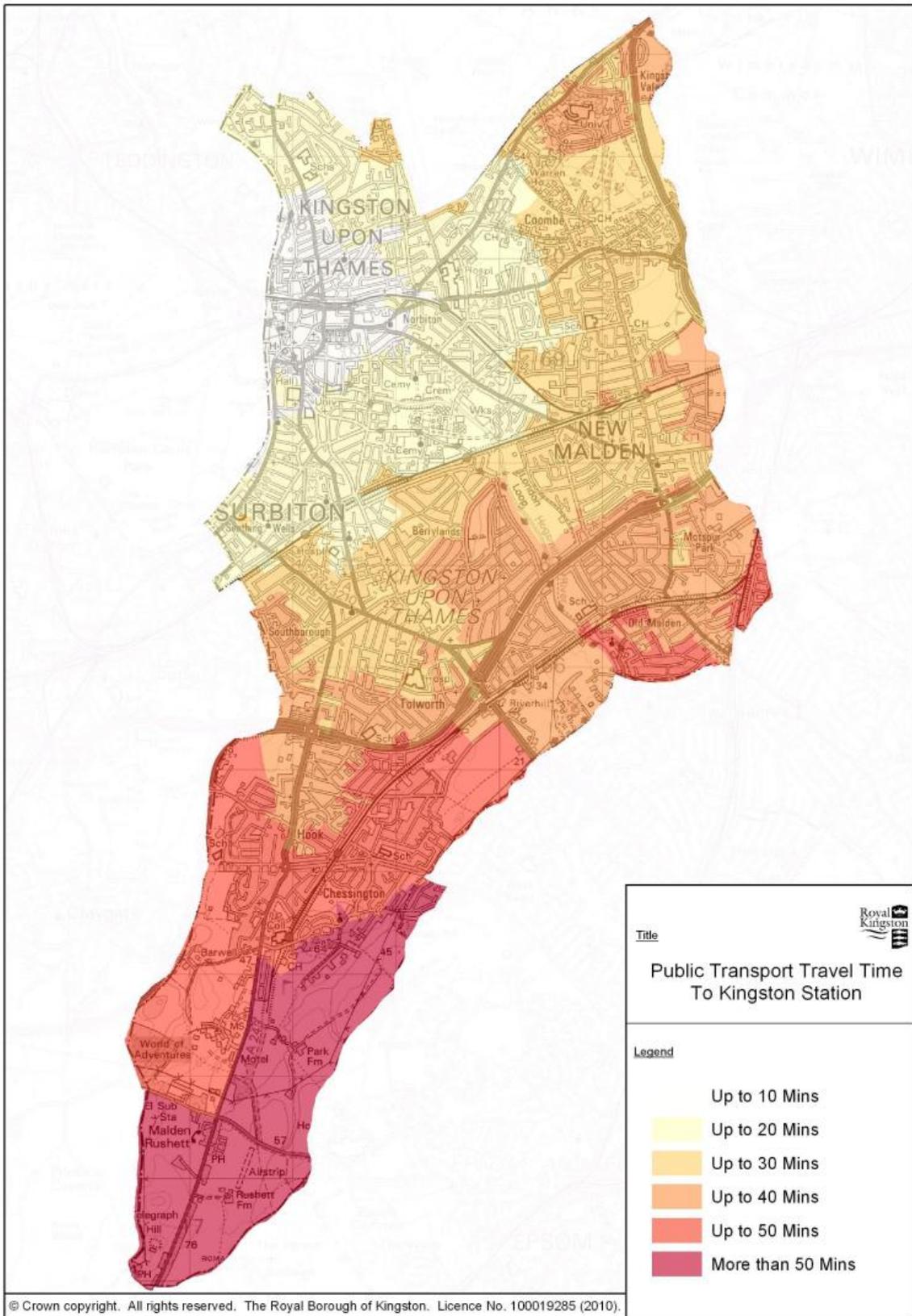
Figure 15 CAPITAL Models for Kingston (to Surbiton)

Title

Public Transport Travel Time
To Surbiton Station

Legend

Up to 10 Mins
Up to 20 Mins
Up to 30 Mins
Up to 40 Mins
Up to 50 Mins
Over 50 Mins

Environmental Services Directorate
Guidhall 2, Kingston upon Thames, KT1 1EU

Operator: DT

Date: 09/02/10

N

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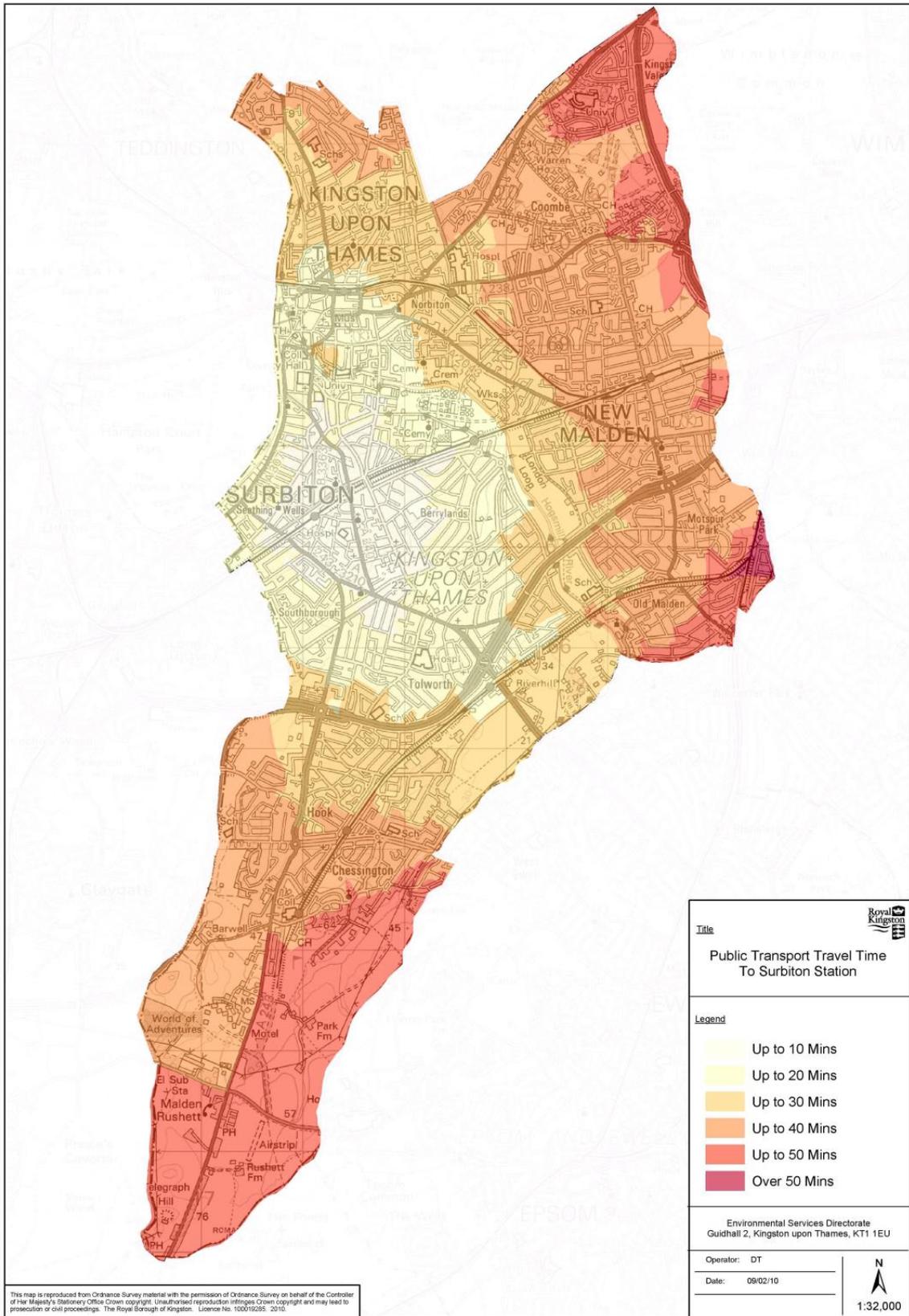
Figure 16 CAPITAL Models for Kingston (to New Malden)

Title

Public Transport Travel Time
To New Malden Station

Legend

Up to 10 Mins
Up to 20 Mins
Up to 30 Mins
Up to 40 Mins
Up to 50 Mins
Over 50 Mins

Environmental Services Directorate
Guidhall 2, Kingston upon Thames, KT1 1EU

Operator: DT

Date: 09/02/10

N

1:32,000

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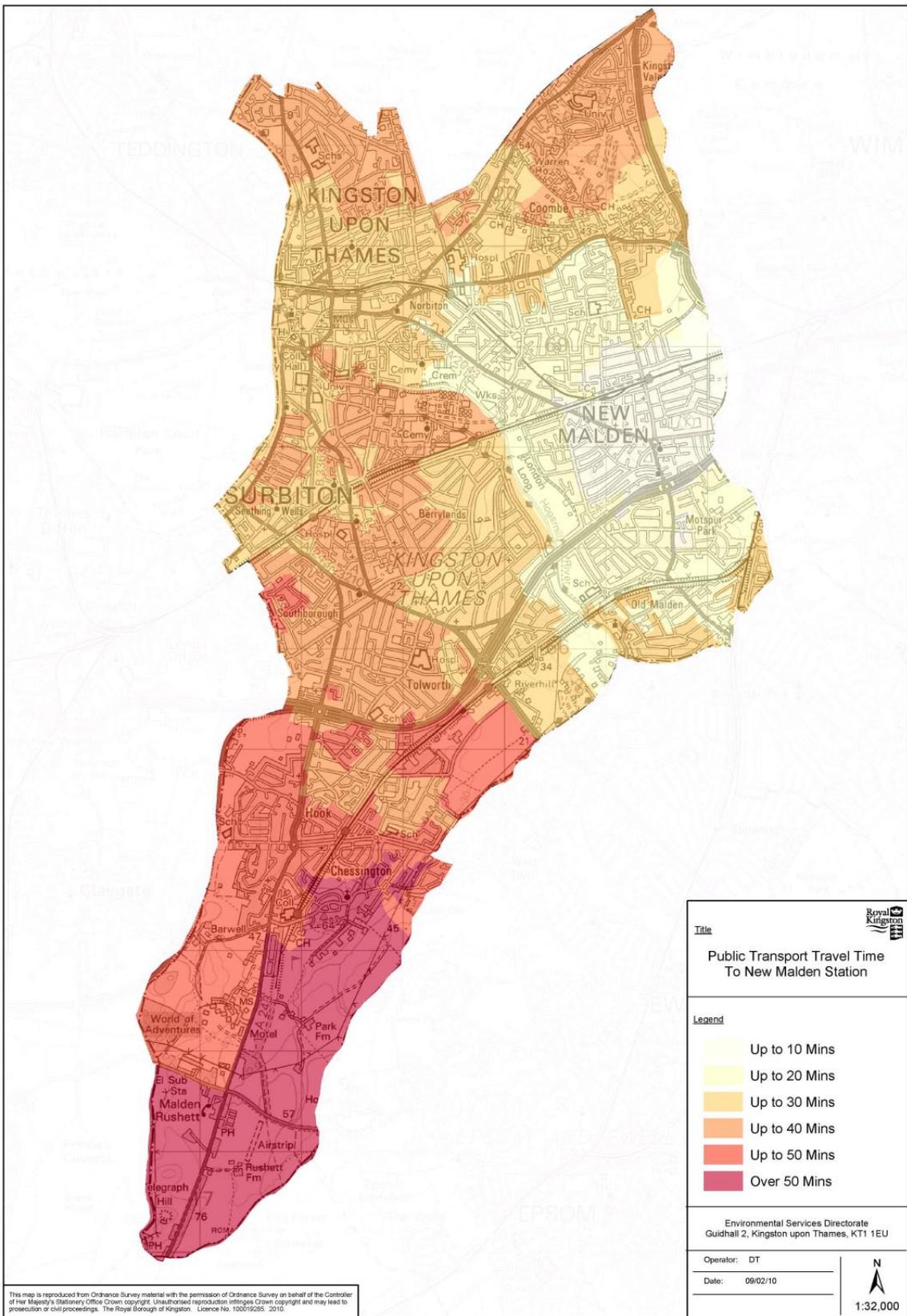
Figure 17 CAPITAL Models for Kingston (to Tolworth)

Title

Public Transport Travel Time
To Tolworth Station

Legend

Up to 10 Mins
Up to 20 Mins
Up to 30 Mins
Up to 40 Mins
Up to 50 Mins
Over 50 Mins

Environmental Services Directorate
Guidhall 2, Kingston upon Thames, KT1 1EU

Operator: DT

Date: 09/02/10

N

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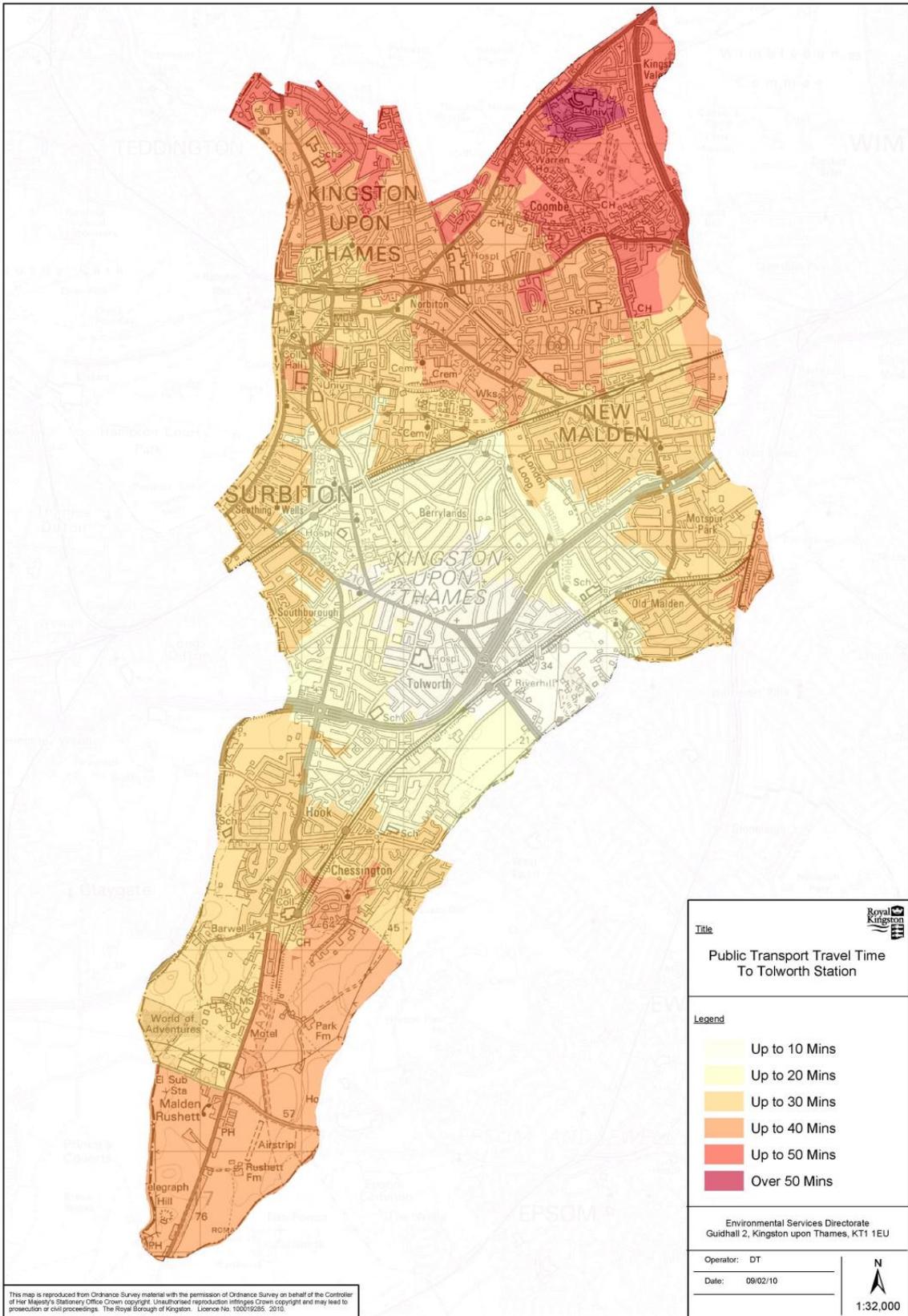
Appendix 13: Other Relevant Documents

Statutory Documents

- National Planning Policy Framework (2012):
  www.gov.uk/government/publications/national-planning-policy-framework--2

- Mayor's London Housing SPG (2012):
  www.london.gov.uk/sites/default/files/Housing%20SPG%20FINAL%20Low%20Resolution_0.pdf

- Mayor's Draft Land for Transport and Industry SPD (2012):
  www.london.gov.uk/publication/land-industry-and-transport-spg

- RBK Local Development Framework Core Strategy (April 2012):
  www.kingston.gov.uk/core_strategy_adoption

- K+20 Kingston Town Centre Area Action Plan (2008): www.kingston.gov.uk/kplus20

- Hogsmill Valley DPD (in preparation): www.kingston.gov.uk/hogsmill_valley_dpd

- Gypsies and Travellers DPD (in preparation): www.kingston.gov.uk/gypsy_dpd

- Community Infrastructure Charging Schedule DPD (in preparation):
  www.kingston.gov.uk/cil_schedule

- RBK Access for All SPD (2005): www.kingston.gov.uk/access_spd

- RBK Planning Obligations SPD (2011): www.kingston.gov.uk/planning_obligations

- RBK Residential Design Guide SPD (in preparation):
  www.kingston.gov.uk/residential_design_spd

- RBK Sustainable Design and Construction SPD (in preparation):
  www.kingston.gov.uk/climate_change_spd

- RBK Second Local Implementation Plan (LIP2):
  www.kingston.gov.uk/lip2_public_consultation

Non-Statutory Documents

- DfT Manual for Streets (2007): www.dft.gov.uk/publications/manual-for-streets

- TfL Transport Assessment Best Practice Guidance Document (2010):
  www.tfl.gov.uk/assets/downloads/transport-assessment-best-practice-guidance.pdf

- Travel Planning for New Development in London:
  www.lscp.org.uk/newwaytoplan/travelplan_guidance.html

- TfL London Freight Plan (2007):
  www.tfl.gov.uk/microsites/freight/london_freight_plan.aspx

- TfL guidance on Construction Logistic Plans "Building a better future for freight":
  www.tfl.gov.uk/microsites/freight/construction_logistics_plans.aspx

- TfL's Guidance on Delivery Servicing Plans:
  www.tfl.gov.uk/microsites/freight/delivery_servicing_plans.aspx

- Trailblazer initiative: www.trailblazer.eu/files/249590741.pdf

- London Cycle Design Standards:
  www.tfl.gov.uk/businessandpartners/publications/2766.aspx

- TfL Workplace Cycle Parking Guide:
  www.tfl.gov.uk/assets/downloads/Workplace-Cycle-Parking-Guide.pdf

- RBK vehicle crossing requirements:
  www.kingston.gov.uk/vehicle_crossing_guidance_notes.htm

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Glossary

Area Action Plan (AAP) - used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of Development Plan Documents.

CAPITAL – a specialist IT custom solution for modelling public transport accessibility. It enables an assessment of the current and future accessibility associated with specific origins or destinations. CAPITAL aims to find the optimal or least cost route from one or more specific origin points or areas to a series of destinations (or vice-versa), and illustrates accessibility in terms of travel times. For example, the model will show accessibility (travel times) to competing sites for developments, or to specific event locations**.**

Car club - A car club is a service that allows its members to hire a car for short-term use enabling members to have the option of using a car from time to time without having to own one.

CO$_2$ Emissions – Carbon Dioxide is a greenhouse gas which is linked to climate change.

Community Infrastructure Levy (CIL) – (As set out in the Planning Act 2008) is a system of developer contributions to a local authority which may be used for a range of off-site infrastructure provision. This includes transport schemes, flood defences, schools, hospitals and other health and community facilities, and green infrastructure.

Construction Logistic Plans – Construction Logistic Plans outline how developments propose to minimise the impacts of delivery servicing operations during the construction stage.

Core Strategy – Sets out the long-term spatial vision for the local planning authority area, strategic objectives and the policies to deliver the vision. The Core Strategy is a key part of the Local Development Framework and has the status of a Development Plan Document.

Crossover – The point where a vehicle enters the site, excluding road and highway junctions. A crossover is the most common vehicle entry treatment used for small residential developments.

Delivery Servicing Plan – Delivery Servicing Plans outline how developments propose to reduce the impact of delivery servicing operations once a site is operational. Delivery Servicing Plans should be monitored and updated throughout the life of a proposed development in conjunction with the Travel Plan.

Development Plan –in Kingston this consists of the London Plan 2011, and Development Plan Documents within the Local Development Framework.

Development Plan Document (DPD) – spatial planning documents that are subject to independent examination, and together with the London Plan, will form the development plan for the local authority area. Development Plan Documents can include Core Strategy, Site-specific Allocations of Land, and Area Action Plans (where needed). Other Development Plan Documents including generic Development Control Policies, can be produced. They will all be shown geographically on an adopted proposal map. Individual Development Plan

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Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each Authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

Electric Vehicle Charging Point – A 'plug' style point where electric powered vehicles can recharge their batteries

- An 'Active' Electric Vehicle Charging Point means that the electric vehicle charging point is installed and ready to use.
- A 'Passive' Electric Vehicle Charging Point means the cabling is installed that will enable the installation of an electric vehicle charging point in future, but the actual charging point has not been installed.

Financial Contributions – Refer to 'Planning Obligations' and 'Community Infrastructure Levy'.

Highway – This is a transport corridor that is commonly used for motorised vehicles, walking, and cycling. The highway includes footways, the road, bus lanes, and cycle paths (not just the road carriageway). A highway 'corridor' is any continuous length of highway, usually between two significant intersections. Several highway corridors are referred to as the highway network.

Key Area of Change – Areas designated in the RBK Core Strategy as locations where significant development is expected to take place. There are three Key Areas of Change in the Core Strategy: Kingston Town Centre, the Hogsmill Valley and Tolworth.

Local Development Framework (LDF) – the name of the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents provide the framework for delivering spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

Local Development Scheme (LDS) – Sets out the programme for preparing elements of the Local Development Framework.

Local Implementation Plan (LIP) – Is a statutory document, prepared under Section 145 of the Greater London Authority Act 1999 (GLA) and sets out how the Council proposes to implement the Mayor of London's Transport Strategy (MTS) at a local level. LIP contains objectives, policies, and actions that span out to 2031 (in line with the MTS). The Council adopted its Second Local Implementation Plan in 2011.

London Plan 2011 – the Spatial Development Strategy for London. It provides a strategic framework for the Borough's Local Development Framework. It has the status of a development plan under the Act. The Kingston Local Development Framework is required to generally conform to the London Plan.

Metropolitan Town Centre – Term used to describe Kingston Town Centre's position in the retail hierarchy as stated in the London Plan 2011.

Mixed Use – Development which involves more than one land use. For example, retail and residential (shops with flats above them) or industrial and residential.

Modal Shift – Term used to describe a change in the mode/type of transport used, for example mode shift would be used to describe a change from car use to bus use.

Mode Share – This is represented as a percentage and describes how many people use a given mode/type of transport within an area or at a specific surveyed point.

National Planning Policy Framework (NPPF) – Sets out the Government's planning policies for England and how these are expected to be applied.

Parking Management Plan – A Parking Management Plan is a long-term strategy for allocating, managing, and monitoring on-site parking.

Pedestrian – Refers to a person who is walking, but also includes those using wheelchairs and mobility scooters.

Planning Obligations (often referred to as 'Financial Contributions' or 'Section 106 Agreements') – Planning obligations, associated with planned development, on persons with an interest in land to achieve the implementation of relevant planning policies as authorised by Section 106 of the Town and Country Planning Act 1990, as amended by the Planning and Compensation Act 1991. Planning obligations usually place requirements on developers to carry out works, fund infrastructure, or make financial contributions to mitigate the effects of their proposed development.

Proposals Map – the adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to registered scale) all the policies and proposals contained in Development Plan Documents, together with any saved policies. To be revised as each new Development Plan Document is adopted and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted development plan documents in the form of a submission proposals map.

Public Transport Accessibility Level (PTAL) – A measure of accessibility of public transport from a specific point; represented in map form and rating accessibility from low - None (0), to High - Excellent (6b).

Road Hierarchy – A separation of the road network into different categories determined by the functions they perform.

Statement of Community Involvement (SCI) – sets out the standards which the Council will achieve with regard to involving the community in the preparation of Local Development Documents and development control decisions.

Supplementary Planning Documents (SPDs) – Provide additional information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to an independent examination but they are material considerations in the determination of planning applications.

Sustainable Travel – Modes of transport which are considered to promote the sustainability (long-term successful functioning) of the transport network, e.g. walking, cycling, and public transport use.

Traffic Calming – Self enforcing measures designed to encourage driving at speeds appropriate to local conditions, improve the environment and reduce accidents.

Transport Assessment – A Transport Assessment is required to ensure that trip generation from a site can be accommodated without adversely affecting the safety, efficiency or sustainability of the transport network. A Transport Assessment includes assessment of the level of trips to be generated from a proposed activity (for all modes of transport), how these trips will impact on the surrounding transport infrastructure, and what measures are to be introduced to accommodate and mitigate the effects of trip generation from the site *(also refer to Transport Statement)*.

Transport for London (TfL) – A functional body of the Greater London Authority, accountable to the Mayor of London for implementing his Transport Strategy, with responsibility for the operation of buses, the Docklands Light Railway, Croydon Tramlink, London Overground, the Central London Congestion Charging Zone, and for regulating taxis and private hire vehicles, and operation of the Transport for London Road Network.

Transport for London Road Network (TLRN) – Comprises 550km of London's red routes and other important streets. Transport for London (TfL) is the Highway Authority for this network.

Transport Statement – For smaller scale, but still significant, developments a condensed Transport Assessment may be acceptable. This condensed Transport Assessment is referred to as a "Transport Statement" throughout this SPD.

TRAVL – Trip Rate Assessment Valid for London. A multi-modal trip generation database designed specifically for use in London.

Travel Plan – A strategy to be implemented when a development is in place to manage travel to and from the site, reduce transport impacts of that development, and deliver sustainable transport objectives on an ongoing basis. It should be reviewed and amended throughout the life of the development.

TRICS – Trip Rate Information Computer System. A multi-modal trip generation database utilising information and case studies from across the United Kingdom and Ireland.

Vehicle Access – A point where vehicles gain access to a site, it could include a crossover (see definition above), or a road junction. Within the context of this SPD there are also criteria under vehicle access which refer to the carriageway within the site but beyond the actual point where the vehicle enters the site.

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Royal Kingston

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