

TRANSPORT ASSESSMENTS
TRANSPORT STATEMENTS
AND
TRANSPORT REPORTS

GUIDANCE FOR
DEVELOPMENT
PROPOSALS
IN
EAST SUSSEX

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PART 1

INTRODUCTION

General

This East Sussex County Council (ESCC) Guidance draws upon advice in the Department for Transport (DfT) document ‘Guidance on Transport Assessment (2007)’, and on local experience in the practical application of that approach. It directly applies to all roads in the county for which ESCC has responsibility as Highway Authority.

For developments affecting trunk roads, which are the responsibility of the Highways Agency (HA), the HA’s advice should be sought at the earliest stage possible. Trunk roads in East Sussex are:

*A27 from County boundary (Brighton & Hove Council) to Pevensey;
A259 from Pevensey to Glyne Gap, Bexhill;
A259 from Batchelor’s Bump, Hastings to County boundary (Kent);
A26 from A27 (Beddingham) to Newhaven (Drove Road);
A21 from Junction Road, Hastings to County boundary (Kent).*

Scope

All Planning Applications for developments in East Sussex should include a document specifically addressing transport issues and dealing with:

- **the transport consequences of the development;**
- **details of measures and/or initiatives proposed to provide for the transport demands arising from the development and to mitigate its transport impacts.**

This document may take the form of:

- **a Transport Assessment (TA);**
- **a Transport Statement (TS); or**
- **a Transport Report (TR).**

The type of document required for any particular development will be determined principally by reference to the attached Table 1. This presents thresholds (in terms of development sizes) which should be used to inform the choice.

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Table 1 - Thresholds

Use Class	Description	Size Unit	TR	TS	TA
A1	Food Retail	gfa m2	25-250	250-800	>800
A1	Non-food Retail	gfa m2	80-800	800-1500	>1500
A2	Financial & Professional Services	gfa m2	100-1000	1000-2500	>2500
A3	Restaurants & Cafes	gfa m2	30-300	300-2500	>2500
A4	Drinking Establishments	gfa m2	30-300	300-600	>600
A5	Hot Food Takeaways	gfa m2	25-250	250-500	>500
B1	Business				
	B1a Offices	gfa m2	150-1500	1500-2500	>2500
	B1b Research & Dev.	gfa m2	150-1500	1500-2500	>2500
	B1c Light Industry	gfa m2	150-1500	1500-2500	>2500
B2	General Industry	gfa m2	250-2500	2500-4000	>4000
B8	Storage & Distribution	gfa m2	300-3000	3000-5000	>5000
C1	Hotels	bedrooms	10-75	75-100	>100
C2	Residential Institutions				
	Hospitals / Nursing Homes	beds	5-30	30-50	>50
	Residential Education	student	5-50	50-150	>150
	Institutional Hostels	resident	25-250	250-400	>400
C3	Housing	dwelling	5-35	35-80	>80
D1	Non-Residential Institutions	gfa m2	50-500	500-1000	>1000
D2	Assembly & Leisure	gfa m2	50-500	500-1500	>1500

Table 1 is based on, but is not identical to, the advisory table shown in the DfT Transport Assessment Guidance which has been adjusted here to meet general local circumstances and requirements in East Sussex. More specific local circumstances may dictate the preparation of a TA or TS for developments below the respective limits shown in the Thresholds Table.

For 'sui-generis' and mixed use developments, the applicant should liaise with ESCC as Highway Authority to determine the type of transport document required

**Table 1 is subject to periodic review and Applicants should ensure that the current version is used in the preparation of any assessments. The current version is available on the County Council's website at:
www.eastsussex.gov.uk/environment/planning/applications/developmentcontrol/roads**

Transport Assessments (TA) and Transport Statements (TS)

As in the DfT Guidance, this ESCC Guidance requires that, for larger developments, a rigorous, structured transport analysis should be prepared. This should take the form of either a Transport Assessment (TA) or a Transport Statement (TS) depending on the size of development and its potential transport consequences, in accordance with Table 1.

TAs and TSs should cover the same aspects but may differ in the extent of detail required. Aspects to be covered, and variations in the level of detail expected, are covered in the specifications sections in this Guidance.

**The TA/TS should be submitted as part of the Planning Application together with a Travel Plan (TP) of the scope required. The TA/TS should be constructed and presented in accordance with this Guidance. The TP should be prepared in accordance with other, separate, ESCC Guidance (Guidance on Travel Plans for New Developments), available on the County Council's website at:
www.eastsussex.gov.uk/environment/planning/applications/developmentcontrol/roads**

The TA/TS and the TP must be shown to be integrated and compatible.

Transport Reports (TR)

The DfT Guidance does not address the need for a specifically focussed transport document as part of applications for smaller developments. Design and Access Statements, as required from 2006 for all qualifying applications (DCLG Circular 01/2006), will not necessarily cover all relevant transport aspects.

This ESCC Guidance requires that for developments of less than the TS threshold (as indicated in Table 1) a Transport Report (TR) is required. The TR should be submitted as part of the Planning Application.

A TR should be a relatively simple document, typically covering aspects such as:

- **general development planning context;**
- **proximity and accessibility to (as relevant) homes, jobs and services;**
- **accessibility by all transport modes, in particular sustainable modes including public transport (bus/train), walk and cycle;**
- **site access arrangements;**
- **road class for highway access;**
- **parking provision and layout (including for cycles as appropriate);**
- **internal road layout;**
- **transport generations;**
- **transport impacts; and**
- **mitigation measures, including funding responsibilities**

The detail required for each aspect will vary depending on individual circumstances and should be discussed with the Highway Authority and the Local Planning Authority at the earliest opportunity.

Process Stages

Where trunk roads are, or could be, affected, the Highways Agency should also be contacted during Stage 1 (Preliminary Discussions) and should be involved in Stage 2 (Scoping). DfT Circular 02/07 sets out, inter alia, how the HA will deal with planning applications.

Where an application is of interest to both ESCC and the HA, the jointly agreed Scope of the assessment required will be established at Stages 1 and 2. In such 'joint interest' cases, references to ESCC in this Guidance should be taken as also referring to the HA.

Stage 1 Preliminary Discussions

At an early stage the applicant should liaise with ESCC as Highway Authority (and, for smaller developments in Eastbourne and Hastings Boroughs, the Area Highway Office) to determine the type of transport document required (TA, TS or TR) and the level of detail required in the case of a TR.

Stage 2 Scoping

Following the selection of TA, TS or TR, the applicant should prepare a Scoping Report for ESCC's consideration. This report should be in the format outlined in this Guidance and present the approach intended to be adopted in sufficient detail for both parties to agree, without prejudice, the way forward.

Stage 3 Preliminary Report

Ongoing discussion between Stages 2 and 3 is an essential ingredient of the successful preparation of a Preliminary TA/TS/TR.

Prior to submission of a Planning Application, the applicant should prepare a Preliminary TA/TS/TR for ESCC's consideration. This should be in the format outlined in this Guidance and be based on the Scoping Report together with interim discussions.

Prior to submission of the Preliminary TA/TS/TR, all relevant highway proposals should be subject to independent Safety Audits, to be submitted with the Preliminary TA/TS/TR, or should be submitted to the Highway Authority for its own safety review.

If the Preliminary Report proposes action on the part of third parties (e.g. public transport operators), those third parties should be consulted and their responses recorded in the report.

Stage 4 Final Report

Following further discussion and/or agreements, a Final TA/TS/TR can be prepared for submission as part of the Planning Application.

Applicants should be aware that ESCC's consultation response to the local planning authority represents its formal position on the transport consequences of the development proposal.

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PART 2

DOCUMENT
STRUCTURES

Executive Summary

Summary of salient points from report.

1 Introduction

Brief outline covering:

- Author
- Site Applicant / owner
- Site location
- Existing site use
- Proposed site use

2 Site Context

Required for both TA and TS

When a site has been vacant for over five years, any permitted use for the land cannot be taken into account unless there is clear evidence that re-use to the scale claimed is likely to materialise.

2.1 Site Description - Existing

Location, including plans

Existing permitted and actual Use (Use class; size; description).
If none – previous substantive use(s).

Planning History

Existing means of access – all modes, including plans

Existing parking provision (including cycles)

2.2 Site Description - Proposed

Proposed use (Use class, size, description)

Proposed means of access – all modes, including plans

Proposed parking provision (inc cycles)

2.3 Site Accessibility to Key Services and Markets

Assessment of site accessibility by sustainable transport modes to key services, including proximity and accessibility to/from homes and jobs.

2.4 Planning Framework

Plans/policies affecting the site and surrounding area, including:

- Planning Policy Guidance Note 13 (PPG13);
- South East Plan;
- Local Development Framework (LDF) – until first approved, existing approved statutory or non-statutory Local Plan;
- ESCC Local Transport Plan (LTP) and Local Area Transport Strategy (LATS);
- ESCC Supplementary Planning Guidance (SPG) on Developer Contributions and Parking Standards;
- Specific site and area designations (AONB / SSSI / AQMA etc).

2.5 Other Development Commitments

Location and relationship to this site

3 Transport Context

Required for both TA and TS

3.1 Existing Transport Networks

Transport networks / facilities serving the area relevant to the site

3.2 Existing Transport Use / Issues / Problems

Transport use / issues / problems relevant to the site
(e.g. flows, congestion, accidents, topo constraints etc)

3.3 Planned Changes to Transport Networks

Proposals by the Highway Authority or other agencies (e.g. Highways Agency, Public Transport Operators, others)

3.4 Area of Influence of Development

Identification of the geographic area, and extent of transport networks, likely to be influenced by development of the site.

4 Transport Use and Impacts of Existing Site

Level of detail to be consistent with Sections 5 and 7.

Not relevant if there is no existing use at the application site (see notes to Sec. 1).

Paras 4.2 and 4.3 only relevant if existing use itself creates significant transport impacts

4.1 Transport Use by Existing Site Land Use

Estimates of use of transport networks by the existing/permitted land use.

- Person trips by mode
- Vehicle trips

4.2 Allocation to Transport Networks

Distribution and assignment for all modes

4.3 Transport Impacts

Assessment of impacts relating to (e.g.):

- Scale
- Capacity / congestion / delay
- Safety
- Environment
- Other (e.g. HGVs)

5 Transport Use and Impacts of Development Proposals (Pre Travel Plan)

Required for TA. Other than for highways, a TS may give a more subjective view on modal use and capacities.

The analysis stream should be repeated for all relevant assessment years. As a minimum this should include Base Year (year of Application) and Future Year (year of Application + 5). Note that in relation to trunk roads, the HA currently require a longer term future year assessment (year of Application + 10).

5.1 Predicted Transport Use (Pre Travel Plan)

Use arising from the development prior to implementation of Travel Plan measures

- Person trips by mode
- Vehicle trips

5.2 Net Changes From Existing

Net changes, compared to existing/permitted site use, in individual mode transport demands for the development prior to implementation of Travel Plan measures

- Person trips by mode
- Vehicle trips

5.3 Allocation to Transport Networks

Distribution and assignment for all modes of net changes

5.4 Transport Impacts

Assessment of impacts relating to (e.g.):

- Scale
- Capacity / congestion / delay
- Safety
- Environment
- Other (e.g. HGVs)

6 Travel Plan Summary

Required for both TA and TS

For guidance on the preparation of Travel Plans in East Sussex please refer to the County Council's "Guidance on Travel Plans for New Developments", available on the County Council's website at: www.eastsussex.gov.uk/environment/planning/applications/developmentcontrol/roads

Measures in the Travel Plan or other travel initiatives that are proposed to influence and mitigate the above impacts.

A summary description only is required. The Travel Plan should be submitted in full as a separate accompanying report.

7 Transport Use and Impacts of Development Proposals (Post Travel Plan)

Required for TA. Other than for highways, a TS may give a more subjective view on modal use and capacities. See also notes to Section 5

7.1 Predicted Transport Use (Post Travel Plan)

Use arising from the development following implementation of Travel Plan measures

- Person trips by mode
- Vehicle trips

7.2 Allocation to Transport Networks

Distribution and assignment for all modes

7.3 Transport Impacts

Assessment of impacts relating to (e.g.):

- Scale
- Capacity / congestion / delay
- Safety
- Environment
- Other (e.g. HGVs)

7.4 Effects of Travel Plan

Changes in individual mode transport demands and impacts for the development following implementation of Travel Plan measures;

- Person trips by mode
- Vehicle trips
- Transport impacts
- Transport improvements

8 Proposed Transport Improvements

Required for both TA and TS

List of all transport improvement proposals associated with the development, including:

- Description + plans
- Funding and responsibilities for delivery
- Delivery mechanisms (e.g. S106, S278, other agreement)