

Transport SPD

Draft for public consultation

16 February to 23 March 2026

Contents

1. Introduction	3
Purpose of the Transport SPD	3
Borough Context	3
Pre-Application Advice from the Council	4
2. Policy context	5
National Policy:	5
Regional Policy:	5
Local Policy:	5
Other Relevant Strategies:	5
3. Development Design Guidance	8
Sustainable Transport and Active Travel	8
Pedestrian Priority	9
Cycling	9
Cycling Facilities	9
Cycle Parking	10
Richmond's Cycle Network	10
Public Transport Integration:	11
Car Parking	12
Parking Standards	12
Car Clubs	12
Dropped Kerbs and Vehicle Crossovers	13
Electric Vehicle Charging Points (EVCP) infrastructure	14
Servicing and Delivery Arrangements for Emerging Technology	15
4. Assessments, Statements and Plans	16
Transport Statement and Transport Assessment	16
Travel Plans	17
Parking Surveys	18
Parking Layouts and Turning Circles	18
Construction Plans	18
Construction Management Plan (CMP)	19
Construction Logistics Plan (CLP)	19
Delivery and Servicing Plans	19

1. Introduction

Purpose of the Transport SPD

- 1.1. This Supplementary Planning Document (SPD) has been created to help applicants make successful planning applications. It provides additional guidance on Local Plan policies relating to roads, access considerations and sustainable transport, setting out expectations for development proposals and signposting to additional documents that may assist in the preparation of planning applications. The SPD is intended to ensure that development supports sustainable travel choices, reduces reliance on private car use and contributes positively to the borough's wider objectives on climate change, air quality and living locally.
- 1.2. This SPD aligns with and supplements national policy set out in the 2024 National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPGs), regional policy contained within the 2021 London Plan, and the Local Plan. It also has regard to relevant supporting strategies and guidance, including the Local Implementation Plan (LIP3) (2019), the Mayor of London's Transport Strategy, the Active Travel Strategy, the Council's Air Quality Action Plan, Transport for London guidance, and the Council's existing and emerging transport policies. This SPD applies to all development proposals where transport considerations are relevant and should be read alongside the Local Plan and other adopted guidance.
- 1.3. This SPD supports the implementation of the Local Plan (2025), being a material consideration in decision-making. Upon adoption, this SPD will replace the adopted Transport SPD (June 2020).
- 1.4. It is recognised that while national and regional planning policy, legislation and guidance may change during the lifetime of this document, it is anticipated that core objectives relating to sustainable travel, accessibility and the efficient use of land will continue. The Council will advise applicants where material changes arise and keep the need for review of guidance under consideration.

Borough Context

- 1.5. The London Borough of Richmond upon Thames (LBRuT) is one of London's most attractive boroughs. The borough is known for its high-quality environment, heritage assets, conservation areas, and green open spaces. High priority is placed on the street-scene and preservation of the borough's unique character as well as delivering sustainable development that meets the needs of the local communities and the environment, whilst responding to evolving changes in the patterns of living, working and movement. The borough's approach to planning and transport will remain adaptable to reflect the dynamic transport environment while maintaining a clear focus on sustainable, high-quality place-making. Details of relevant strategies and supporting documents are set out in paragraph 2.7. Further detailed requirements will be set out in separate advice and guidance notes as required, to be used in conjunction with this SPD.
- 1.6. LBRuT is committed to managing growth in accordance with the principles of Living Locally (Policy 1 of the Local Plan) and the Local Implementation Plan (LIP3), ensuring development

supports sustainable travel choices, reducing the need to travel, and enhancing access to homes, employment and services within the local neighbourhood (20-minute neighbourhood concept). Transport plays a central role in achieving this by enabling sustainable travel choices while influencing health and wellbeing, reducing car dependency by promoting car-lite and car-free developments, improving air quality and transport-related emissions, reducing traffic levels, and improving the quality of streets and public spaces. Development will be expected to support these outcomes through its location, design and transport impacts in lines with the policies contained within the Local Plan.

- 1.7. In accordance with the Local Plan and the LIP3, the effective management of on and off-street parking will be essential to support sustainable travel choices, minimise unnecessary private car use, and protect the quality and character of the street-scene from the harmful impacts of poorly designed parking. Strict design and environmental standards will be imposed where planning consent is required for the conversion of front gardens or ancillary land to car parking, in order to safeguard the street-scene, biodiversity, drainage and residential amenity. Further guidance and details required are set out within this SPD.

Pre-Application Advice from the Council

- 1.8. Applicants are recommended to consult the Council's latest Local Validation Checklist to understand what is required to accompany a planning application, prior to submitting a planning application. Details of the Local Validation Checklist can be found on the Council's website via the following website link:

www.richmond.gov.uk/make_a_planning_application#Submit_your_application

- 1.9. Applicants are encouraged to seek further advice through the pre-application advice process where transport planners or engineers can be involved to provide guidance, including to set the parameters for information required to support a planning application. Further details on the different types of pre-application advice available can be found on the Council's website via the following website link:

www.richmond.gov.uk/pre-applications

2. Policy context

National Policy:

2.1. National planning policy, as set out in the National Planning Policy Framework (NPPF) (2024) Chapter 9 (Promoting Sustainable Transport, paragraphs 109-118) and supported by the Planning Practice Guidance (PPG), seeks to prioritise walking, cycling and public transport, reducing reliance on private cars, and requiring development to mitigate transport impacts. It also emphasises the provision of safe, inclusive and suitable access for all users, supporting healthier and more sustainable travel choices.

2.2. The NPPF (2024) and PPG can be found online via the following website links:

- **NPPF (2024):** www.gov.uk/national-planning-policy-framework--2
- **PPG:** www.gov.uk/travel-plans-transport-assessments-and-statements

Regional Policy:

2.3. The London Plan (2021) provides the strategic spatial framework for development within London. Chapter 10 (Transport), including Policies T1-T9 promotes the Healthy Streets Approach, a shift to sustainable modes of travel, development in highly accessible locations, and the application of car-free or car-lite development alongside maximum parking standards. The London Plan forms part of the development plan.

2.4. The London Plan (2021) can be found online via the following website link:

www.london.gov.uk/the_london_plan_2021.pdf

Local Policy:

2.5. The Richmond upon Thames Local Plan (2025) sets out a framework for managing growth over the next 15 years. Policy 1 (Living Locally) requires development to support 20-minute neighbourhoods by facilitating access to day-to-day services by walking, cycling and public transport, and sets out the requirements for minor and major developments to deliver this. Policies 47 and 48 set out the approach towards sustainable travel choices and managing development related transport impacts.

2.6. The Richmond upon Thames Local Plan (2025) can be found on the Council's website via the following website link:

www.richmond.gov.uk/adopted_local_plan

Other Relevant Strategies:

2.7. Development proposals should also have regard to relevant supporting strategies and guidance, this includes:

- **Richmond upon Thames Air Quality Action Plan 2025-2030** which seeks to reduce transport-related emissions and improve local air quality. Details can be found on the Council's website via the following website link:
www.richmond.gov.uk/air_quality_action_plan_2025_to_2030.pdf
- **Richmond's Climate and Nature Strategy (2025 -2030)** which sets out the Council's current adopted framework for reducing carbon emissions, and building resilience

to climate change impacts, including increasing sustainable travel and reducing air pollution. Details can be found via the following link:

www.richmond.gov.uk/richmond_climate_nature_strategy_2025_2030.pdf

- **Richmond's Active Travel Strategy** which promotes walking and cycling as everyday travel choices. Details can be found on the Council's website via the following website link:
www.richmond.gov.uk/richmond-active-travel-strategy.pdf
- **Transport for London (TfL) guidance** on transport assessment, travel planning, cycling parking and Healthy Streets design. Details can be found via the following website links:
 - www.tfl.gov.uk/transport-assessments
 - www.tfl.gov.uk/healthy-streets
- **Department for Transport (DfT) Connectivity Tool** a national metric which may be used to support Transport Statements and Transport Assessments by demonstrating how well a site is connected to key services and opportunities by sustainable modes and inform the scale of mitigation and sustainable travel measures required. Complements traditional transport evidence (such as PTAL and travel time analysis).

Details can be found via the following website link:

www.gov.uk/connectivity-tool

- **Mayor's Transport Strategy** sets out a long-term vision for transforming London's transport system to support sustainable growth. Details can be found via the following link:
www.tfl.gov.uk/the-mayors-transport-strategy
- **Richmond Local Implementation Plan (LIP3) (2019)** which sets out how the Council will deliver the Mayors Transport Strategy at a local level and details the Council's vision for how the transport network will be transformed over the next 20 years, ensuring walking, cycling and public transport are natural choices for trip to and from new developments.

Details can be found on the Council's website via the following website link:

www.richmond.gov.uk/third_local_implementation_plan.pdf

- Regard should be had to the Council's other relevant **Supplementary Planning Documents (SPD)**, including the Trees and Development and Biodiversity SPDs which provide relevant guidance to consider impacts on trees and biodiversity at an early stage in developing proposals such as vehicle crossovers and parking. Details of these SPDs can be found via the following link:
www.richmond.gov.uk/supplementary_planning_documents_and_guidance
- Regard should also be had to the Council's emerging **Transport Strategy** (expected spring 2026) which provides a long-term framework for managing travel demand, improving accessibility and connectivity, and supporting sustainable low-carbon

movement across the borough. This SPD will be applied along with the Transport Strategy and any future subsequent transport or related strategies that may be adopted by the Council.

Details can be found on the Council's website via the following website link:

www.richmond.gov.uk/transport_strategy_2040_forum

3. Development Design Guidance

Sustainable Transport and Active Travel

- 3.1. The borough's approach to transport prioritises sustainable travel modes, ensuring that walking, cycling and public transport are safe, convenient and accessible for all users. Development should demonstrate its sustainable credentials in accordance with the transport policies set out in within the Local Plan, the London Plan, the Council's Local Implementation Plan (LIP3), and the Council's Active Travel Strategy.
- 3.2. Development is expected to provide high quality walking and cycling permeability and connectivity with the surrounding highway and transport network. Where necessary, developers will be expected to meet the costs of upgrading the surrounding highway network and connectivity to public transport to mitigate the impact of development and promote safe and sustainable travel to the site. Development may also be required to contribute towards the provision or upgrading of public transport where it is necessary to make the development acceptable. Developers should also demonstrate how areas of public realm will be managed and maintained and should help facilitate transport schemes and programmes being promoted by the Council or its partners, including those schemes and programmes within the Council's Local Implementation Plan (LIP3) and the Mayor of London's Transport Strategy.
- 3.3. In July 2019, the Council declared a climate emergency and committed to becoming carbon neutral as an organisation by 2030, with the ambition of being recognised as London's greenest borough. Changing how people travel is fundamental to achieving these objectives, through increased use of clean, sustainable and space efficient modes of transport. To support this ambition development proposals will also be expected to demonstrate how ecology and the environment are integrated into the transport system, including measures for flood risk management, sustainable drainage and greening of the highway environment.
- 3.4. The Council has adopted its Third Local Implementation Plan (LIP3) which sets out an ambitious target of 75% of trips to be made by sustainable modes (walking, cycling and public transport) by 2041, an increase from a baseline of 61%. The LIP3 also includes objectives to expand the cycling network, improve air quality, reduce road danger and increase public transport use. The Council's adopted Active Travel Strategy provides further details on how these objectives will be delivered, with a focus on walking and cycling and on making best use of street space by prioritising sustainable travel users. This includes the following street user hierarchy:
 1. Pedestrians and people with disabilities and/or limited mobility
 2. People cycling
 3. Buses
 4. Zero and low emission delivery and servicing vehicles
 5. Polluting delivery and servicing vehicles
 6. Zero and low emission cars, motorcycles, mopeds and taxi and private hire
 7. Polluting cars, motorcycles, mopeds and taxi and private hire

Pedestrian Priority

- 3.5. In line with the Active Travel Strategy, which places pedestrians at the top of the street user hierarchy, walking is recognised as one of the most inclusive and accessible modes of transport and plays a fundamental role in creating healthy, sustainable neighbourhoods and delivering the 20-minute neighbourhoods as set out in the Local Plan Policy 1 (Living Locally). In this context, pedestrian needs include those with reduced mobility such as wheelchairs, mobility aids, pushchairs and other forms of assistance. In line with the London Plan 2021, the Local Plan, and the Council's adopted Active Travel Strategy and Third Local Implementation Plan (LIP3), development is expected to prioritise pedestrian movement by providing safe, attractive and convenient environments for walking to, from and within development sites.
- 3.6. Applicants should undertake 'Healthy Street' checks to assess how proposals can enhance the surrounding street network and identify opportunities for improvements, applying the Healthy Street Indicators in the design of new areas of public realm. Developments should provide high-quality public realm including, improvements to pavements and road crossings outside sites that seek to maximise travel via foot. Where the public realm is shared between users, schemes must be designed in accordance with the Healthy Street Approach and the road user hierarchy, ensuring that pedestrian safety, comfort and priority are not compromised.
- 3.7. All proposed pedestrian improvement works should be designed in accordance with the National Design Guide, and the Manual for Streets which can be found via the following links:
- **National Design Guide:** www.gov.uk/national-design-guide
 - **Manual for Streets:** www.gov.uk/manual-for-streets
- All off-site highway works must meet technical standards set out by the Council's Traffic and Engineering team.
- 3.8. Further details of Transport for London's Healthy Streets Approach can be found via the following link:
- www.tfl.gov.uk/healthy-streets

Cycling

Cycling Facilities

- 3.9. Development is expected to provide for and facilitate more cycling in line with the principles of Living Locally (Policy 1 of the Local Plan) and Policies 47 and 48 and of the Local Plan, and Policy T5 from the London Plan. This will involve the provision of cycle-friendly streets, cycle lanes and tracks, and improvements to road junctions and crossing.
- 3.10. Cycle facilities should be designed in accordance with the National Design Guide, the London Cycling Design standards, the Department for Transport Local Transport Note 1/20 Cycle Infrastructure Design, and the Manual for Streets which can be found via the following links:
- **National Design Guide:** www.gov.uk/national-design-guide

- **London Cycling Design:** www.london.gov.uk/osd42_london_cycle_design_standards.pdf
- **Department for Transport Local Transport Note 1/20 Cycle Infrastructure Design:** www.gov.uk/cycle-infrastructure-design-ltn-120
- **Manual for Streets:** www.gov.uk/manual-for-streets

3.11. All off-site highway works must meet technical standards set out by the Council's Traffic and Engineering team.

Cycle Parking

3.12. All new developments should provide safe and secure cycle parking to accommodate all expected cycle trips. This should use the London Plan standards as a baseline (see Policy T5 and Table 10.2 of the London Plan) but reflect that LBRuT has the highest cycling levels in Outer London and additional cycle parking may be required.

3.13. The London Cycling Design standards provide guidance on appropriate designs for cycle parking, and this guidance should be reflected in proposals. Plans clearly showing the location, spacing and access for the proposed cycle parking should be included with the planning application. Cycle parking for inclusive cycles, cargo bikes and tricycles should be provided and clearly labelled on plans. Space to accommodate future demand for e-bike parking and charging infrastructure should also be considered. Details of the London Cycling Design standards can be found via the following link:

www.london.gov.uk/osd42_london_cycle_design_standards.pdf

3.14. Planning applications for places of work should provide details on the provision of complementary facilities that support cycling as an active and sustainable travel option. In addition to cycle parking, this includes lockers, changing areas and showers. Such facilities should be proportionate to the scale of development.

3.15. All short-stay cycling parking should be provided on site where possible in line with Policy 48 of the Local Plan. Where on-site provision for short-stay cycle parking is not feasible, there may be scope for it to be provided within the public highway, subject to available space. In such cases, plans must be submitted clearly identifying the proposed location of the short-stay cycle parking.

3.16. All long-stay cycling parking is expected to be provided on-site in accordance with the standards set out in Policy 48 of the Local Plan.

Richmond's Cycle Network

3.17. In support of the borough's Active Travel Strategy, which prioritises a core network of high-quality cycling routes, and the targets set out in the Council's Third Local Implementation Plan (LIP3), development is expected to contribute to the borough's vision of expanding safe, connected cycling routes, improved air quality, reducing road danger and increasing sustainability travel. Proposals should ensure connectivity to existing and planned local and strategic cycle routes and active travel infrastructure, in line with the Healthy Streets Approach, Transport for London's (TfLs) Cycling Action Plan 2 (2023), and the London Cycling Design Standards.

- 3.18. In order to deliver this where developments are within 800m of this network, applicants should build a safe connection with the existing cycle network and design cycle routes to meet Cycleway Standards. In some circumstances there may be a requirement to contribute towards the development of the network in proportion to the expected trip generation of the site (total trips by all modes).
- 3.19. For developments located more than 800m from the planned strategic cycle network, applicants may be required to contribute towards the development of a safe cycle route to local amenities and to strategic transport hubs (e.g. stations) in line with the Living Locally principles (Policy 1 of the Local Plan). The contribution should be in proportion to the expected trip generation of the site (total trips by all modes).
- 3.20. Details of the Council's Active Travel Strategy and Third Local Implementation Plan can be found on the Council's website via the following website link:
- **Active Travel Strategy:** www.richmond.gov.uk/richmond-active-travel-strategy.pdf
 - **Third Local Implementation Plan (LIP3):**
www.richmond.gov.uk/third_local_implementation_plan.pdf
- 3.21. Further advice for cycle network planning and designing cycle infrastructure can be found via the following links:
- **Transport for London's Healthy Streets Approach:** www.tfl.gov.uk/healthy-streets
 - **Transport for London's Cycling Action Plan (2023):** www.tfl.gov.uk/cycling
 - **Transport for London Cycleways Guidance:** www.tfl.gov.uk/cycleways
 - **Department for Transport Local Transport Note 1/20 Cycle Infrastructure Design:** www.gov.uk/cycle-infrastructure-design-ltn-120
 - **London Cycling Design:**
www.london.gov.uk/sites/default/files/osd42_london_cycle_design_standards.pdf

Public Transport Integration:

- 3.22. Developments should ensure that walking and cycling infrastructure is fully integrated with existing and planned public transport services. Applicants should demonstrate how the proposal provides safe, direct and convenient access to the nearest public transport hubs, proportionate to the scale and location of the development in line with Policies 47 (Sustainable Travel Choices), 48 (Vehicular Parking Standards, Cycle Parking, Servicing and Construction Logistic Management) and 51 (Health and Wellbeing) of the Local Plan. Policy 1 (Living Locally) requires major development of 10 or more residential units or non-residential development of 500sqm of floorspace or more must demonstrate how the proposal will improve local walking and cycling routes, including accessibility to the existing network, in areas with lower levels of public transport accessibility or higher levels of health deprivation and disability.
- 3.23. Developers are encouraged to use Transport for London's updated Public Transport Accessibility Levels (PTALs) and the web-based Connectivity Assessment Toolkit (WebCAT) to assess accessibility and connectivity of their site and/or development to the public transport network. All proposals should support the borough's wider objectives of increasing sustainable travel, improve road safety and improve air quality in line with the Council's

Active Travel Strategy, Third Local Implementation Plan (LIP3), the London Plan, and the Local Plan. The Council will use a site's current PTAL (or any successor measure) as a starting point, but also consider the highway capacity, the proximity of cycle and walking routes as well as future improvements when evaluating development proposals.

- 3.24. Further details of Transport for London's (TfL) web-based Connectivity Assessment Toolkit can be found via the following link:

www.tfl.gov.uk/planning-with-webcat

Car Parking

Parking Standards

- 3.25. The Council recognises an appropriate balance needs to be struck between minimising car use and ensuring development is able to operate efficiently, avoiding adding to street parking pressure. LBRuT has adopted the London Plan 2021 car parking (Policies T5 and T6.1-T6.5 and Tables 10.2 and 10.6) as part of its planning framework. In line with these standards and the adopted Local Plan, new development should provide for the vehicle needs of the scheme while minimising car-based travel, protecting the local environment, supporting the efficient operation of the road network, and making the best use of land.
- 3.26. In areas of low Public Transport Accessibility (notably PTAL 1 and 2), car-free development will normally be considered inappropriate. Developers should contact the Council's transport planners at an early stage to discuss parking requirements (transportation@richmond.gov.uk). Developers may be required to undertake local street parking surveys to demonstrate the capacity of the highway to accommodate additional parking demand, and may also be asked to make a contribution towards reviewing and changing existing parking restrictions. Development, particularly larger development, is commonly excluded from eligibility for existing or future street parking permits.

Car Clubs

- 3.27. The Council encourages the use of car clubs as an alternative to private car ownership. Enterprise car club operate in the borough, although developers are not restricted to working with specific companies. The provision of car club parking and/or enrolling new occupants of development into a car club will help reduce the levels of household car ownership, journeys taken by car and the need for off and on-street parking requirements.
- 3.28. Policy 48 of the adopted Local Plan clearly outlines the requirements of car club bays and membership provision. This includes:
- Developments proposing 100 dwellings or above are expected to provide one off-street car club space per 100 dwellings, and 1 space per 200 dwellings thereafter, and to secure an accredited car club operator to operate the car club from the spaces provided, subject to the operator considering it commercially viable, and will also be expected to fund the cost of membership of the car club scheme to which the car belongs to all the first occupants of the site for a minimum of three years.

- Developments with fewer than 100 dwellings, applicants are expected to fund the cost of membership of a nearby car club scheme to all of the first occupants of the site for a minimum of three years.

3.29. All car club and membership provisions will be secured through a Section 106 Agreement (s106).

3.30. Where applicants cannot provide off-street car club spaces, the applicant will be expected to pay for the cost of a Traffic Management Order and if necessary, S278 highway works, to install any car club bays on the highway.

3.31. Further details regarding car clubs can be found via the Council's website and Transport for London's (TfL's) guidance via the following links:

- www.richmond.gov.uk/car_clubs
- www.tfl.gov.uk/car-clubs

Dropped Kerbs and Vehicle Crossovers

3.32. Crossovers can reduce pedestrian priority, disrupt the footway continuity, reduce communal kerbside parking, and hinder the provision of segregated cycle lanes, bus lanes, and bus stops. The presence of crossovers nearby should not be considered as a precedent because crossovers nearby, where lawful, may have been installed under previous policy context. It is accepted that residents may wish to convert front and side gardens to allow parking, and in most cases, planning permission is not required to do so. However, conversion of garden to parking requires high quality design and protection of the urban and natural landscape.

3.33. An application needs to be submitted to the Council as Highway Authority for the construction of a crossover. Where a crossover is approved it should be constructed in accordance with the latest version of the Council's highways authority guidance, as set out in the Front and Side Garden Parking guidance. This document sets out best practice principles to ensure proposals meet the Council's technical and design standards. The document also provides comprehensive advice on the requirements of obtaining highway approval, and where necessary, planning permission requirements. Details of this guidance and general guidance on dropped kerbs can be found via the Council's website via the following links:

- **Council's Dropped Kerb Guidance:** www.richmond.gov.uk/dropped_kerbs
- **Highway Authority Guidance Regarding Front and Side Garden Parking:** www.richmond.gov.uk/highways_authority_requirements.pdf

3.34. Where the creation of a new access or crossover requires planning permission, applicants should note that highway approval and planning permission are separate consenting regimes. The grant of planning permission does not guarantee highway consent, and highway approval does not imply that planning permission will be forthcoming. Applicants are strongly advised to contact the Council's Highways Team (trafficandengineering@richmond.gov.uk) at an early stage to ascertain if a crossover application is likely to be successful prior to incurring the cost of submitting a planning

application. However, it should also not be assumed that highways approval would mean that a planning application would be successful.

- 3.35. Where a parking space is provided off the street, it should be designed in accordance with the latest version of the Council's highways authority guidance, as set out in the Front and Side Garden Parking guidance. The Council's Trees and Development and Biodiversity SPDs also provide relevant guidance to consider impacts on trees and biodiversity from the outset. Details of these SPDs can be found via the following link:

www.richmond.gov.uk/supplementary_planning_documents_and_guidance

Electric Vehicle Charging Points (EVCP) infrastructure

- 3.36. Richmond is committed to facilitating the transition to zero emission travel, reducing carbon emission and improving air quality across the borough. The provision of accessible electric vehicle (EV) charging infrastructure will be an important component in the transition, supporting residents, businesses and visitors to switch from petrol and diesel vehicles to electric alternatives.

- 3.37. All electric vehicle charging points must be provided in a way that ensures the development is safe for other road users and should be provided in accordance with the standards set out in the London Plan (Policies T6 and T7), Local Plan Policy 48, and the Office for Zero Emission Vehicle Electric Vehicle ChargePoint and Infrastructure Specifications. Where public chargers are provided appropriate signage and clear markings should be used to support safe and effective use. Details of the Office for Zero Emission Vehicle chargepoint and infrastructure guidance and specifications can be accessed via the following link:

www.gov.uk/electric-vehicle-chargepoint-and-infrastructure-specifications

- 3.38. The Government has made changes to Permitted Development Rights (PDRs) to support the deployment of EV charging points and allow for faster and more affordable installations. At the time of writing, for most installations in off-street parking areas, PDRs may allow for EV charging points to be installed without the need for a planning application. It is advised that applicants consult with the Council of whether planning permission is required. Details of the Council's pre application service can be found at: <https://www.richmond.gov.uk/pre-applications>. Please note details may be needed such as location plan and sketch proposals – details required are set out on the webpage.

- 3.39. To improve access to electric vehicle (EV) charging, where journeys cannot be made using public transport, foot or bike, applicants may consider electric vehicle footway channels which allow for charging cables to run from properties to an electric vehicle parked on the kerbside. Details of electric vehicle footway channels and requests for charging point can be found on the Council's website via the following links:

- www.richmond.gov.uk/electric_vehicles
- www.richmond.gov.uk/electric_vehicle_footway_channels

- 3.40. This SPD should be read in conjunction with the Council's adopted Electric Vehicle Recharging Strategy 2016-2026 and any subsequent updates. Details of the strategy can be found on the Council's website via the following link:

www.richmond.gov.uk/electric_vehicle_charging_strategy.pdf

Servicing and Delivery Arrangements for Emerging Technology

- 3.41. Travel behaviour continues to evolve, influenced by changing lifestyles, advances in technology and new forms of mobility, which are developing at different stages of maturity. The Council recognises the need to respond to these changes in a measured and flexible way, while continuing to support sustainable, safe and inclusive transport outcomes and the efficient operation of the local transport network.
- 3.42. In this context, and in addition to conventional parking and servicing requirements, developers may be expected, where appropriate and proportionate, to make provision for ancillary space within new developments to accommodate deliveries and emerging forms of transport, such as electric vehicles and other future mobility technologies. Any such provision should be informed by the nature of the development, local context and demonstrable need, and should not undermine placemaking, highway safety or residential amenity. Future strategies and guidance produced by Government, TfL, or the Council, may emerge, taking account of good practice and having assessed impacts on all road users.

4. Assessments, Statements and Plans

Transport Statement and Transport Assessment

- 4.1. All planning applications will be required to demonstrate that their proposal does not have a severe impact on the operation, safety, or accessibility of the local or strategic road network and are consistent with the borough's Living Locally principles (*Policy 1 of the Local Plan*) by promoting sustainable travel, reducing unnecessary trips, and improving access for pedestrians, cyclists and public transport users.
- 4.2. The method of assessment required will depend on the use(s) being proposed and its size. Table 23.1 at Policy 47 of the Local Plan sets out the Thresholds for Transport Impacts Assessments.
- 4.3. As set out in Table 23.1 of the Local Plan, smaller developments are required to assess the transport impacts of the proposal within their Design and Access Statement, in accordance with the minimum requirements detailed in paragraph 23.19 (Policy 47) of the Local Plan.
- 4.4. For larger developments, applicants must provide either a Transport Statement or a Transport Assessment, with the level of detail proportionate to the scale and potential transport impacts of the development. The difference between the two documents is detailed below:
 - **Transport Statement** - Provides a proportionate overview for smaller developments, covering access, trip generation, parking and sustainable travel measures.
 - **Transport Assessment** - Required for larger or more complex developments that are likely to generate significant traffic. The Transport Assessment should include multi-modal trip analysis, junction or highway modelling, servicing and delivery arrangements, parking strategies, mitigation and travel planning.
- 4.5. Transport Assessments and Transport Statements should be submitted alongside the planning application in accordance with the Council's Local Plan, the London Plan and Transport for London guidance and, as detailed below:
 - **Council's Local Plan Policy 47:**
www.richmond.gov.uk/local_plan_interim_track_changes_for_adoption_october_2025.pdf
 - **Transport for London (TfL) Guidance:** www.tfl.gov.uk/guidance-for-applicants and www.tfl.gov.uk/transport-assessments
 - **London Plan (2021) Policies T1, T2, T4-T7:**
www.london.gov.uk/the_london_plan_2021.pdf
 - **Planning Practice Guidance:** www.gov.uk/travel-plans-transport-assessments-and-statements
- 4.6. It is expected that the scope of the Transport Statement or Transport Assessments would be agreed at pre-application stage, prior to submission. For details of the pre-application process please refer above to the '*pre-application advice from the Council*' section of this document. For some major development proposals, applicants may also need to seek pre-

application transport advice from Transport for London (TfL) Officers as well as Borough Officers. Details of TfL's pre application services can be found via the following website link:
www.tfl.gov.uk/pre-application-services

- 4.7. For major developments, and in line with Transport for London's (TfL) Healthy Streets Approach and guidance, Transport Statements and Transport Assessments should include an Active Travel Zone (ATZ) Assessment. The ATZ assessment should assess the impact of the proposal active travel networks and setting out measures to improve safety, accessibility, and connectivity in line with the Healthy Streets Approach and London Plan policies. Guidance on how to undertake an ATZ assessment can be found via the following website link:

www.tfl.gov.uk/atz-assessment-instructions.pdf

Travel Plans

- 4.8. Travel Plans should be informed by, and proportionate to, the expected transport impacts of the development as identified within the Transport Statement or Assessment. The Travel Plan should demonstrate how the development supports the borough's Living Locally principles (*Policy 1 of the Local Plan*) and Healthy Streets objectives by encouraging walking, cycling and public transport use, reducing unnecessary car trips and supporting car lite or car-free development where appropriate. Travel Plans should set targets for walking, cycling and public transport use that facilitate the use of sustainable modes or mitigate the impacts of trips generated as outlined in the Transport Statement or Assessment, and include details of the physical and non-physical measures that will be introduced to achieve these targets, together with monitoring arrangements and remedial measures should targets not be met. A travel plan coordinator and/or group is expected to oversee the development and delivery of the Travel Plan.
- 4.9. Development thresholds for when a Travel Plan is required is set out in Table 23.1 of the Local Plan. The scope of the Travel Plan and level of detail should be proportionate to the scale, nature and impact of the proposed development, and may be submitted in form of either:
- **Travel Plan Statement** – A simple form of a Travel Plan for smaller developments (see thresholds in Table 23.1 of the Local Plan).
 - **Full Travel Plan** – A comprehensive document required for larger or more impactful developments (see thresholds in Table 23.1 of the Local Plan).
- 4.10. All Travel Plans submitted must be consistent with national policy, the London Plan and TfL's Travel Plan Guidance which can be found via the following links:
- **Planning Practice Guidance:** www.gov.uk/travel-plans-transport-assessments-and-statements
 - **TfL's Guidance:** www.tfl.gov.uk/transport-assessment-guide/travel-plans
- 4.11. At the planning submission stage and subject to the Council's agreement, a Travel Plan may include interim or framework content. Framework Travel Plans are typically appropriate for larger, phased or mixed-use developments, with future occupiers expected to submit a full Travel Plan in accordance with the overarching Framework Travel Plan for the site.

- 4.12. Where required, Travel Plans will be secured through planning conditions or s106 legal agreements and must be implemented and monitored in accordance with approved arrangements. Please refer to the Council's Planning Obligations SPD for more further details:

www.richmond.gov.uk/supplementary_planning_documents_and_guidance

- 4.13. School developments are expected to use TfL's Travel for Life platform to create their School Travel Plans. Details of TfL's Travel for Life can be found via the following link:

www.travelforlife.tfl.gov.uk/

Parking Surveys

- 4.14. Where development is likely to affect on-street or off-street parking conditions, applicants may be required to submit parking surveys to demonstrate that the proposal will not result in unacceptable parking stress or harm to residential amenity, or adverse impacts on the local street environment. Parking surveys should provide a clear and robust assessment of existing parking conditions within an agreed survey area and inform appropriate mitigation where necessary.
- 4.15. Surveys should be undertaken at representative times, including weekday and weekend peak periods (where relevant), and assess parking supply, demand, restrictions and occupancy levels (including disabled parking and any permit controls). The survey methodology, extent and timing must be agreed with the Council in advance.
- 4.16. Surveys should support a sustainable transport-led approach, reflecting the London Plan parking standards (Policy T6), and the borough's objectives to reduce car dependency, protect residential amenity and maintain the quality and character of the street-scene. Where impacts are identified, appropriate mitigation measures or parking management proposals maybe required.
- 4.17. Developers should contact the Council's transport planners at an early stage to discuss parking requirements and scope of parking surveys: transportation@richmond.gov.uk

Parking Layouts and Turning Circles

- 4.18. All schemes incorporating new or amended onsite parking must demonstrate that parking spaces and access arrangements, including turning circles, are designed to allow safe and convenient vehicle movements for all uses (including servicing and emergency vehicles), without compromising pedestrian and cyclist safety and are required to meet the parking standards outlines in the London Plan. Applicants should submit plans that include details of any existing or proposed access and parking layouts.

Construction Plans

- 4.19. The building of development should be carefully managed to minimise nuisance to neighbours, environmental impact, and disruption to pedestrians, cyclists and the wider transport network. In order to ensure safe and efficient construction a Construction

Management Plan (CMP) and/or Construction Logistics Plan (CLP) may be required, which maybe combined in a single plan where appropriate. Details of the requirements for these plans are set out below.

Construction Management Plan (CMP)

4.20. A Construction Management Plan (CMP) sets out how construction activities are to be managed to minimise impacts on the local community, environment and streetscape. The CMP should include site layout, working hours, and set out how dust, noise and vibration will be monitored and addressed through a Mitigation Measures Statement. CMPs are also required to demonstrate how they adhere to the Environment Agency's regulatory position statements on dewatering where applicable.

4.21. A CMP is required for major developments, basement or subterranean works, confined sites, sensitive receptors, substantial demolition or excavation, or any development that may involve significant impacts to neighbours or the highway.

4.22. Further guidance on CMPs and associated pro forma can be found via the following website link:

www.richmond.gov.uk/construction_management_plan_guidance_notes.pdf

Construction Logistics Plan (CLP)

4.23. A Construction Logistic Plans (CLP) sets out detailed arrangements for construction including vehicle routing, delivery scheduling, loading/unloading, pedestrian and cyclist safety and measures to reduce disruption from construction related traffic.

4.24. A CLP is required for all major development and must be developed in accordance with Transport for London (TfL) guidance. Guidance can be found via the following link:

www.tfl.gov.uk/transport-assessment-guide/freight

4.25. An outline CLP should be submitted at the planning application stage to provide the Council with an overview of expected logistics activity during the construction. A detailed CLP is to be submitted post-permission (typically to discharge conditions). The detailed CLP should set out the full details of the logistics activity to be undertaken during construction.

Delivery and Servicing Plans

4.26. All major development, and any application that is likely to generate a high level of delivery of servicing activity (including applications for food and drink uses where home delivery is proposed), are required to submit a Delivery and Servicing Plan (DSP). The DSP must demonstrate that delivery and servicing will be managed safely and efficiently without adverse impacts on pedestrians, cyclists, residential amenity, or the highway network.

4.27. DSPs should be prepared in accordance with London Plan Policy T7 (Freight and Servicing) and Policy 47 of the Local Plan. Further guidance on the content of Delivery and Servicing Plans can be found via the following link:

www.tfl.gov.uk/transport-assessment-guide/freight

4.28. The need for, and scope of a DSP is typically agreed with the Council through pre-application discussions. For details of the pre-application process please refer above to the *'pre-application advice from the Council'* section of this document. In some cases, a DSP may be submitted in draft form at the planning application stage, with a final version secured via planning conditions and/or a Section 106 agreement.