

# Travel Plans Information Sheet

VERSION 1

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town planning services

DRAFT

## 1.0 INTRODUCTION

Travel Plans aim to reduce single-occupancy car use by promoting sustainable alternatives such as public transport, walking, cycling and car-pooling whilst encouraging informed travel choices through infrastructure and information. Whilst not a solution for addressing traffic impacts of development, they can mitigate these issues and enhance site accessibility.

Clause 4.14.5 of the City of Greater Geraldton's Local Planning Scheme No. 1 (the Scheme) requires the provision of a travel plan for the following development types:

- commercial uses of 500m<sup>2</sup> floor area or more;
- industrial uses of 1,000m<sup>2</sup> floor area or more;
- retail uses of 1,000m<sup>2</sup> floor area or more;
- 20 or more tourism use units; or
- an extension to an existing development that increases the floor area or number of units as above.

This information sheet provides a guideline for applicants to create a travel plan. It is intended to be for information purposes only, and there may be additional requirements that apply to specific sites and for development applications.

## 2.0 OBJECTIVES

1. To make travel planning more integral to the design of development and approval process.
2. To encourage local residents and workers travelling to and from a development to:
  - Reduce pollution especially carbon emissions (e.g. by reducing car use);
  - Increase physical activity (e.g. by using alternative transport such as walking and cycling);
  - Increase the use of public transport;
  - To encourage a long-term approach towards sustainable travel by reducing car use;
  - To encourage effective use of current transport networks and support their enhancement; and
  - To provide criteria for the types of development which require travel plans.

## 3.0 TRAVEL PLAN REQUIREMENTS

A travel plan must include:

- Relevant site and background information about the development including;
  - Type and size of development;
  - Number of employees (estimates acceptable);
  - The expected date of building occupation, or the date in which the building was occupied;
  - Details of on-site facilities including: cycle parking, showers, change rooms, pedestrian and cycle paths and parking spaces, including parking management measures;
  - Details of off-site facilities including: public transport stops and service information, local bike paths and lanes and footpaths including crossing points;
  - The expected mode split (how people will travel to and from the site in the absence of a travel plan);
  - The potential impact (e.g. emissions) and risks (e.g. health) to the occupiers of the building and the surrounding properties if the mode split is not changed; and
  - Information from a staff or residents survey, if the premises are occupied.

- Appropriate objectives and solutions i.e. reduce pollution, increase physical activity.
- A set of targets against which it will be measured and evaluated. Targets should be specific, measurable, achievable, realistic and time-based.
- Initiatives to actively reduce car travel and parking demand.
- An implementation plan which identifies which actions and initiatives will be put into place and who is responsible for them.
- A monitoring plan which states how and when the travel plan will be revised as the plan progresses against the initial targets set out. Monitoring plans should include:
  - Methods of data collection for staff travel and local transport provision.
  - Basic information about the site including what the building use is and how many staff are employed (or residents if residential);
  - A review of your travel plan objectives and targets;
  - Details on data collection undertaken since travel plan was implemented and occupancy commenced;
  - A comparison between the targets set in the travel plan and what has been achieved since commencement;
  - Details of the initiatives implemented since occupancy and an assessment of their success in the terms of meeting the travel plan objectives; and
  - Details of the person responsible for travel plan implementation and the amount of time committed to this task.

The City may impose conditions of development approval relating to a travel plan including, but not limited to:

- Ongoing monitoring / compliance; and
- The requirement for annual review to ensure its objectives are met and that it remains relevant to the conditions at the time.

#### 4.0 DEFINITIONS

**Sustainable** means positively contributing to the ability of our City-region's environment, social, governance, economic, and cultural systems to maintain their health and resilience in perpetuity. As it relates to this information sheet, this means applying principles that reduce pollution, reduce vulnerability to rising energy prices and encourage physical activity.

**Travel Plan** means a long-term management strategy for an occupier, or a site, that seeks to deliver more sustainable transport objectives through positive action and is articulated in a document, that is regularly reviewed, for a development.