

2156-01-TP01d
February 2018

**PROPOSED HOTEL DEVELOPMENT
55 PORTLAND STREET, MANCHESTER**

INTERIM TRAVEL PLAN

On behalf of:

Portland Street Property Limited



AXIS
Camellia House
76 Water Lane
Wilmslow
SK9 5BB

Tel: 0844 8700 007

www.axisped.co.uk

CONTENTS

1.0	INTRODUCTION
1.1	Development Proposals & Planning Context
1.2	General Travel Plan Objectives
1.3	Travel Plan Guidance
1.4	Travel Plan Structure
2.0	SITE LOCATION & ACCESSIBILITY AUDIT
2.1	Overview
2.2	Site Location and Existing Conditions
2.3	Available Sustainable Transport Connections
2.4	Audit Summary
3.0	REVIEW OF THE DEVELOPMENT SCHEME
3.1	Introduction
3.2	Development Scheme
3.3	Site Access Arrangements and Car Parking
3.4	Cycle Parking
4.0	IMPLEMENTATION OF THE TRAVEL PLAN – KEY ACTION FRAMEWORK
5.0	PLAN ADMINISTRATION
5.1	Overview
5.2	Duties and Responsibilities of the Travel Plan Coordinator
5.3	Key Travel Plan Administration Tasks
6.0	ASSESSMENT OF TRAVEL BEHAVIOUR
7.0	FORMULATION AND AGREEMENT OF THE TRAVEL PLAN
7.1	Introduction
7.2	Physical Travel Plan Measures
7.3	Operational Travel Plan Measures
7.4	Plan Implementation
8.0	IDENTIFYING TARGETS AND MONITORING PROGRESS
8.1	Introduction
8.2	Travel Plan Targets
8.3	Review Procedure

DRAWINGS

Stephenson Studio 7410-al(05)002 Site Plan
Stephenson Studio 7410-al(05)011-01 Ground Floor Plan

FIGURES

Figure TP1 Site Location
Figure TP2 Travel Plan Pyramid
Figure TP3 Local Streets to the Proposal Site Served by the Metroshuttle Free City Centre Bus Service
Figure TP4 Location of the Proposal Site With Respect to Metrolink Services
Figure TP5 Location of the Proposal Site With Respect to Local Rail Services
Figure TP6 Location of Manchester City Car Club Vehicle Bays to the Proposal Site
Figure TP7 Local Walk Catchment Areas from the Proposal Site
Figure TP8 Local Cycle Connections and Infrastructure to the Proposal Site
Figure TP9 5km Cycle Catchment from the Proposal Site
Figure TP10 Travel Plan Implementation Schedule

APPENDICES

Appendix TP1 Bus Stops Local to the Proposal Site
Appendix TP2 Schedule of TPC Duties and Implementation Timescales
Appendix TP3 Example Staff Questionnaire
Appendix TP4 DfT Cycle Loan Scheme
Appendix TP5 Details of Cycle Training Opportunities

1.0 INTRODUCTION

1.1 Development Proposals and Planning Context

- 1.1.1 This Interim Travel Plan has been prepared by Axis on behalf of Portland Street Property Limited to support the proposed 329-bed hotel development with associated ancillary bar, restaurant, public area and business suite, at 55 Portland Street, Manchester.
- 1.1.2 The site location is illustrated in **Figure TP1**, with the site plan provided at **Stephenson Studio Drawing 7410-al(05)002** with the proposed ground floor plan at **Stephenson Studio Drawing 7410-al(05)011-01**. The proposed new hotel comprises a ground floor (including mezzanines) plus 16 upper storeys.
- 1.1.3 The formal planning application for the Application Site will be submitted to Manchester City Council (MCC) in October 2017. The planning application for the hotel development is supported by a Transport Statement (Axis report ref: 2156-01-TS01) which considers the key travel and transport impacts of the Application Scheme on the immediate local transport network. The Transport Statement includes for a review of site accessibility, site connections & servicing, parking issues and road safety issues and concludes:

“In summary it is considered that the Application Scheme represents a suitable and sustainable location for redevelopment and would not result in any material detrimental effects on the immediate local transport network. Furthermore, the location of the site offers excellent opportunities to encourage travel by sustainable, alternative travel modes to the private car, which would be supported by the implementation of an on-site Travel Plan.”

- 1.1.4 This document represents a framework for the development, implementation and operation of a Travel Plan for the proposed hotel development to build on the main sustainable development principles of the Application Site and to encourage / maximise travel to the site by alternative travel modes to the private car.

1.2 General Travel Plan Objectives

- 1.2.1 A Travel Plan is a general term for a package of measures and initiatives tailored to the requirements of individual sites and aimed at promoting more sustainable travel choices and reducing reliance on the private car. It involves the development of a set of mechanisms, initiatives and targets that together enable organisations / individuals to reduce the impact of their travel and transport on the local environment.

- 1.2.2 Travel Plans are about helping to achieve equity, they are not anti car, but rather seek to ensure access opportunities for all - whether a person is disabled, has no access to the private car, or would prefer to travel on foot or by cycle. Travel Plans can be developed either specifically to address issues associated with individual buildings or sites, or to form part of a wider strategy involving Local Authority initiatives and other surrounding developments. This Travel Plan concentrates on those measures that can be developed specifically for the proposed hotel development, with the principal aim being:

To minimise the need to travel to the hotel site by private car, particularly single occupancy use and to provide opportunities for travel by alternative and more sustainable travel modes.

- 1.2.3 The developers of the hotel site are committed to promoting sustainable transport solutions where appropriate and practical. It is within this context that this Travel Plan is produced. Any reduction in car trips achievable at the proposed hotel site should be viewed against the potential trip generation associated with the operation of the site without the support of Travel Plan measures.

1.2.4 Given the fact that the majority of guests at the hotel will not necessarily be regular visitors, and will therefore not make regular trip movements to / from the site, it is considered most appropriate for this Travel Plan to focus on promoting sustainable travel choices amongst staff at the site.

1.2.5 Notwithstanding the above, it is considered important to ensure that suitable travel initiatives are available to guests / visitors if required. It is therefore proposed that travel information is promoted to guests / visitors via the hotel website, within publicity / guest information material, and within the lobby.

1.3 **Travel Plan Guidance**

1.3.1 Travel Plans are secured through a policy framework that extends from the national planning policy and good practice guidance through to the local planning policy level when dealing with new development proposals.

National Guidance

1.3.2 The National Planning Policy Framework (NPPF) sets out the Government's broad policies and objectives for managing transport issues. Paragraph 29 to NPPF identifies that:

“Transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives....The transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel.”

1.3.3 Furthermore paragraph 35 of NPPF notes the following in terms of the location of new development and the preparation of development plans:

“Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or

people. Therefore, developments should be located and designed where practical to

- accommodate the efficient delivery of goods and supplies;***
- give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;***
- create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones;***
- incorporate facilities for charging plug-in and other ultra-low emission vehicles; and***
- consider the needs of people with disabilities by all modes of transport.”***

1.3.4 As a reflection of these objectives, paragraph 36 of NPPF notes that all new development which generates a significant level of travel demand should be supported by a Travel Plan. The supporting Transport Statement has identified that owing to the highly accessible city centre location of the proposed development, vehicle trip demand at the site would be strictly limited. Nevertheless, the site could be anticipated to generate a large number of people trips, and this Travel Plan will therefore reinforce the excellent opportunities for access to the site by sustainable modes of transport, such as on foot, by bike and public transport.

1.3.5 Specific guidance for the preparation of Travel Plans has been prepared by the Department for Transport (DfT) and is set out in the document “Good Practice Guidelines: Delivering Travel Plans through the Planning Process” (April 2009). This document outlines the various types of Travel Plan, and identifies that the preparation of an Interim Travel Plan is most appropriate in cases where full travel plans cannot be produced, in this case owing to the travel characteristics of site users being unknown. Indeed, the DfT Good Practice Guidelines provides the following definition of Interim Travel Plans within paragraph 2.12 (page 20):

“Under a few circumstances it may not be possible to complete a full travel plan, although this should be the aim. In such circumstances the developer can prepare and submit an interim travel plan, covering all substantive elements, to be completed at an agreed time. These plans should include outcome targets for maximum allowable levels of car trips and the key elements, as set out in Table 5.1. Some aspects of the travel plan and some measures may be provisional. Nevertheless, the interim plan should set out a timeframe for completion of the full travel plan once the position is apparent.”

- 1.3.6 This Interim Travel Plan therefore sets out the overarching principles for encouraging sustainable transport for journeys to / from the Application Site, and defines core Travel Plan responsibilities for the site developer. It is proposed that this Interim Travel Plan will be developed into a Full Travel Plan following occupation of the development and the collection of baseline travel trends.

Local Guidance

- 1.3.7 The November 2010 document ‘Transport Strategy for Manchester City Centre’ identifies that MCC supports the ‘Smarter Choices’ agenda, to encourage people to change their travel habits. This approach includes the use of Travel Plans that set targets on travel behaviour, support to national programmes such as the Cycle to Work scheme and encouraging individuals to investigate actions such as car sharing.
- 1.3.8 The Council’s Core Strategy (adopted July 2012) also sets out a number of relevant supporting policy objectives for delivering sustainable new development including (Policy T2):
- New development to be located to ensure good access to the City’s main economic drivers, including the Regional Centre, the Oxford Road Universities and Hospitals and the Airport and to ensure good national and international connections

- New development to be easily accessible by walking, cycling and public transport; connecting residents to jobs, centres, health, leisure, open space and educational opportunities
- Within the City Centre, new development to provide a level of car parking which reflects the highly accessible nature of the location, as well as the realistic requirements of the users of the development. The Council will take the circumstances of each proposal into account to establish what level of parking is appropriate
- New development proposals to be supported by proportionate Traffic Impact Assessments and Travel Plans for all major application schemes and for any proposals where there are likely to be access or transport issues.

1.4 Travel Plan Structure

- 1.4.1 In light of the national and local Travel Plan guidance outlined above, it is proposed that this Travel Plan is developed on the basis of a pyramid framework of measures and actions. The principles of this Travel Plan pyramid approach are illustrated in **Figure TP2**, with DfT guidance noting that the Plan process should be built ‘from the ground up’, with each new layer building on the last.

1.4.2 The remaining sections of this Interim Travel Plan report consider the following matters:

- Review of site location and accessibility audit;
- Description of the proposed hotel development;
- Key action framework for the delivery of the Travel Plan;
- Details of Plan Administration;
- Formulating of Travel Plan initiatives to be implemented;
- Monitoring and enforcement measures.

2.0 SITE LOCATION AND ACCESSIBILITY AUDIT

2.1 Overview

2.1.1 The location of a development site underpins all aspects of accessibility, in particular its relationship with complementary land uses and the range of practical travel mode options available to site users.

2.1.2 This section of the Travel Plan report examines Tier 1 of the Travel Plan Pyramid, 'site location and proximity to existing facilities and services' and identifies the extent to which the site can be considered to enjoy a good level of accessibility by sustainable modes of transport.

2.2 Site Location and Existing Conditions

2.2.1 The Application Site represents 55 Portland Street, located on the southern edge of Manchester City Centre, approximately 600m from Manchester Piccadilly railway station. The Application Site is currently occupied by the 55 Portland Street 13 storey office building (including ground floor and basement), which at present is predominantly vacant. It is bounded by the A5103 Portland Street to the northwest, beyond which lies China Town, Sackville Street and the Manchester One building to the northeast, Major Street and the Manchester Central Coach Station to the southeast and Abingdon Street Car Park to the southwest (which is currently being redeveloped to provide a hotel). The location of the Application Site is illustrated in **Figure TP1** to this report.

2.2.2 The A5103 Portland Street forms the main northern frontage to the Application Site, providing 13m operating width with footways of at least 2.5m width along both sides. Portland Street is a local distributor road route providing access from Manchester City Centre (Piccadilly Gardens) to the northeast and towards the A57 Mancunian Way (via Oxford Road or Chepstow Street) to the southwest. The A5103 Portland Street connects with the A6 Aytoun Street approximately 330m to the east of the Application

Site and the A34 Princess Street at a signal controlled crossroads junction approximately 270m to the southwest.

- 2.2.3 The A5103 Portland Street represents a major bus corridor. The MCC Bus Priority Package has recently been implemented by TfGM. This Bus Priority Package has been designed to improve transport connections along the busiest bus routes through Manchester City Centre, including Portland Street, to provide new opportunities to access employment, healthcare and education by enabling bus services from Middleton, Salford and East Didsbury to run across the City Centre and along Oxford Road without the need for passengers to change buses. The scheme prioritises the section of Portland Street between Minshull Street and Aytoun Street for buses, cycles, hackney carriages and emergency vehicles only. The section of Portland Street between Chorlton Street and Oxford Street (including the section of route at the site frontage) remains fully open to all traffic.
- 2.2.4 Portland Street provides excellent facilities for pedestrians with signalised crossing points of the Portland Street carriageway available along the length of route, as well as either signalised crossing points / dropped kerbs at side road connections. The Bus Priority Package also includes for improved infrastructure for cyclists, with advanced cycle stop lines at all signalised junctions on Portland Street between Princess Street and New York Street.
- 2.2.5 Sackville Street, which forms the north-eastern boundary to the Application Site, represents a local distributor route connecting Portland Street with the University of Manchester Sackville Street Campus. Sackville Street serves two-way traffic between Portland Street and Bloom Street. South of Bloom Street up to its junction with Whitworth Street, the route permits one-way traffic (south to north) only.
- 2.2.6 Sackville Street connects to Portland Street at a signalised junction, with left and right turn lanes available for vehicles turning out of Sackville Street. As part of the Bus Priority Package works, the section of Sackville Street is now a one-way only route (south to north). The segregated left and right turn movements to Portland Street

remain, and a contraflow cycle lane has been introduced. Footways are available on both sides of Sackville Street.

2.2.7 Major Street crosses Sackville Street circa 60m south of the Sackville Street / Portland Street junction (with Major Street giving way to traffic movements at Sackville Street). Major Street is a local access route which forms the southern boundary to the Application Site. To the east of Sackville Street the route is one-way (east to west) through Manchester Central Coach Station, and is barrier controlled, permitting access to coaches only. To the west, Major Street crosses Abingdon Street (with Abingdon Street giving way to movements at Major Street), and terminates at a priority controlled junction with the A34 Princess Street.

2.2.8 The section of route which forms the south-eastern boundary to the Application Site has a carriageway width of 6m, albeit the effective operating width is limited by the presence of on-street pay & display parking bays. Footways in excess of 2m width footways are available on both sides of Major Street.

2.2.9 Major Street meets Abingdon Street circa 70m south west of the Sackville Street / Major Street junction (with Abingdon Street giving way to traffic movements at Major Street). Abingdon Street is another local access route which connects Canal Street to the south with Portland Street to the north. The immediate section of the route which forms the south-western boundary of Abingdon Street Car Park is circa 4.5m wide with a footway of at least 1.5m wide along the eastern side and just under 1m along the western side. At this location, Abingdon Street operates one-way (south to north). The effective operating width of the route is reduced by the presence of on-street pay & display parking bays.

2.3 Available Sustainable Transport Connections

2.3.1 The Application Site is considered to enjoy excellent locational characteristics that will assist in encouraging trips to / from the development to be made by a range of sustainable alternative travel options to the private car. Indeed, owing to the site's city

centre location it is considered that sustainable transport opportunities such as walking, cycling and public transport are likely to be more attractive than car travel to the site.

- 2.3.2 The Application Site is located within a short walk of a wide range of existing public transport connections and within an easy walking and cycling distance of a magnitude of shops, services and leisure destinations, all linked by high quality walk / cycle routes.
- 2.3.3 The nature of local sustainable transport connections available within the immediate catchment of the proposal site are summarised in the paragraphs below.

Public Transport Connections

- 2.3.4 The Application Site provides excellent accessibility to bus, coach, metrolink (tram) and rail networks by virtue of its location. Current planning guidance recognises 400 metres as a maximum walking distance to a bus stop from a new development, with 250m identified as a more desirable walk catchment for regular use.

Bus Services:

- 2.3.5 Several bus stops are located within a 100m catchment including stops on Portland Street, Sackville Street and Princess Street. The location of bus stops closest to the site are illustrated in **Appendix TP1**. These stops are served by high frequency services during the core daytime period (07:00-19:00) and a range of night buses, providing access to key local destinations to the south of the Greater Manchester conurbation such as East and West Didsbury, Sale, Altrincham, Stockport, Manchester Airport and Woodford.
- 2.3.6 Furthermore, the proposal site is also located just 300m from the Piccadilly Gardens Bus Station, one of two main bus stations in Manchester City Centre, providing

additional frequent services to a wide range of destinations across Greater Manchester & Cheshire.

- 2.3.7 Bus connections on Portland Street have been significantly improved as part of the TfGM Bus Priority Package which has been implemented across Manchester City Centre and Greater Manchester. In the immediate vicinity of the Application Site, improvements comprise the implementation of a near continuous bus lane along Portland Street towards Piccadilly. The Bus Priority Package has improved reliability and journey times and is essential to supporting the realisation of cross city services which enable buses to run right through the city, providing passengers with the opportunity to get to more destinations.

Metroshuttle (Free City Centre Bus Shuttle)

- 2.3.8 In addition to standard public bus services the proposal site is also located close to stops served by Route 1 of the free Manchester City Centre Metroshuttle service (see also **Figure TP3** to this report). Route 1 operates a 10-minute day time frequency and provides connections to key city centre connections such as Piccadilly Station, Manchester Central (Peter Street), Deansgate, Victoria Station and the Northern Quarter.

Metrolink (Piccadilly Gardens Stop)

- 2.3.9 The Application Site is also located within a 400m walk to the Metrolink (tram) stop at Piccadilly Gardens. This stop is served by trams on the following routes:
- Ashton-under-Lyne – Eccles
 - Bury – Piccadilly
 - MediaCityUK – Piccadilly
 - Altrincham – Etihad Campus

- 2.3.10 Each route operates with 12-minute service headways during peak times, with trams beginning to run from approximately 05:30 Monday to Saturday and finishing around midnight Monday – Thursday, 01:00 Friday and Saturday and 23:00 on Sundays. A network plan of the Metrolink system is included as **Figure TP4** to this report identifying the connections available from the Piccadilly Gardens stop. The combination of these services offers a core daytime service of up to 20 (one-way) trams per hour to / from main city centre stops.

Rail Services (Manchester Piccadilly Station)

- 2.3.11 Manchester Piccadilly Train Station also lies within a 600m walk of the Application Site. This hub station provides regular local rail connections to South Manchester & Cheshire suburbs and Inter City links to London, the Midlands, South West, North Wales and the North West / Scotland. A plan of local rail network connections available from Piccadilly Station is illustrated in **Figure TP5** to this report.

Car Club / Car Share Opportunities

- 2.3.12 City Car Club offers an established car sharing service that has been available to residents and businesses across Manchester City Centre since 2006. The service offers a 'pay by the hour' car hire scheme, giving city centre residents and workers a more convenient and cost effective alternative to car ownership.
- 2.3.13 A fleet of low-emission car-club vehicles are located at numerous dedicated parking bays around the city centre. The closest of these bays to the Application Site being located at the Bloom Street NCP car park, just 200m from the proposal site (see **Figure TP6**).
- 2.3.14 Each vehicle is available for City Car Club members to hire out for as little as 30 minutes at a time, with vehicles available for immediate reservation via an on-line / mobile app based booking system. Vehicles are accessed via a keyless entry system using members' smartcards.

Walking & Cycling Access

- 2.3.15 In addition to the local public transport connections set out above, the location of the Application Site is anticipated to allow for a range of 'everyday' journeys to be undertaken on foot or by cycle. Portland Street, which forms the frontage to the Application Site, provides local traffic signal junctions also incorporating push button pedestrian crossing controls to promote safe pedestrian and cycle use. Infrastructure for cyclists has also been upgraded in the local area as part of the Bus Priority Package, with advanced cycle stoplines at all signal junctions on Portland Street between Princess Street and New York Street.
- 2.3.16 The Chartered Institute of Highways & Transportation (CIHT) document 'Providing for Journeys on Foot' suggests that a 1.2km walk catchment represents an 'acceptable' walk distance to a local facility, with a 'preferred maximum' catchment being 2.0km, particularly with reference to walk to work movements. **Figure TP7** to this report illustrates relevant local walk catchments as measured from the Application Site. This analysis demonstrates that virtually the whole of Manchester City Centre lies within a 1.2km walking distance, including main shopping / leisure areas and key transport hubs including Manchester Piccadilly Train Station, Oxford Road Train Station, Piccadilly Gardens Bus Station and Metrolink stations.
- 2.3.17 In addition to walking opportunities, national policy guidance also notes that cycling has potential to substitute for short car trips, particularly those journeys of less than 5km, and those forming part of a longer journey by public transport. The location of the Application Site allows access across the whole of Manchester City Centre and surrounding residential areas with good connections to the surrounding local suburbs of Hulme, Old Trafford, Gorton and Harpurhey.
- 2.3.18 Details of available local cycling routes and connections to the Application Site are illustrated in **Figure TP8** to this report with a 5km cycle travel catchment from the development illustrated in **Figure TP9**. Review of **Figure TP8** and **Figure TP9**

demonstrates that a range of local cycle routes and safe crossing facilities are available within the immediate vicinity of the Application Site, with good links towards the business / shopping core of Manchester City Centre.

2.4 Audit Summary

- 2.4.1 Overall it is concluded that the Application Site represents an excellent location for a hotel development, being located within Manchester City Centre, less than a 100m walk of bus stops served by regular bus connections, within 400m of high frequency Metrolink and rail connections and within an acceptable walk / cycle catchment of a wide range of key everyday services and facilities. Such locational characteristics should assist in meeting the sustainable planning objectives of promoting opportunities for the use of alternative travel modes to the private car for travel to / from the Application Site.

3.0 REVIEW OF THE DEVELOPMENT SCHEME

3.1 Introduction

- 3.1.1 This section of the report has been prepared in line with Tier 2 of the Travel Plan Pyramid 'Sustainable site design – parking restraint, suitable density and amenity' and sets out those key site elements that will help promote sustainable travel.

3.2 Development Scheme

- 3.2.1 The proposed new hotel comprises a ground floor (including mezzanines) plus 16 upper storeys accommodating 329 rooms, with associated ancillary bar, restaurant, public space and business suite.

3.3 Site Access Arrangement and Car Parking

Vehicular Access

- 3.3.1 It is proposed that the existing vehicular accesses to the site off Sackville Street are closed and reinstated to footway. This would allow for the reconfiguration of on-street parking at Sackville Street and provision of a loading bay on the route. The existing number of on-street parking bays at Sackville Street would be retained.

Car Parking

- 3.3.2 Due to the highly accessible location of the Application Site, which provides excellent opportunities for access by sustainable modes of travel, no car parking is proposed to support the site. Any car parking demand associated with staff or guest / visitor car trips to the hotel development would be accommodated by existing short-stay local on-street car parking or local long-stay public / contract multi-storey car parking provision (see section 5.4 to this report).

Pick Up / Drop Off Arrangements

- 3.3.3 Short event guest pick up / drop off traffic movements associated with the hotel scheme would be accommodated within the proposed loading bay at the Sackville Street site frontage. Vehicles stopped temporarily in this area would not conflict with passing through traffic on Sackville Street and the proposed loading bay would be suitable to cater for up to 3 cars / taxis.

Pedestrian Access

- 3.3.4 Pedestrian access to the 55 Portland Street hotel building would via Portland Street (providing access to the reception area), with access to the hotel bar and restaurant also provided off Sackville Street.
- 3.3.5 Access to the cycle store and refuse area would be via Major Street.

3.4 Cycle Parking

- 3.4.1 Manchester City Centre cycle parking standards are outlined within the 2012-2027 Core Strategy document for Manchester City Centre. Such standards require the following level of cycle parking provision:
- Hotel – 1 space per 10 guest rooms (i.e. 33 spaces for the 329 bed hotel).
- 3.4.2 The masterplan for the Application Site identifies that a total of 32 cycle parking spaces are to be provided across the development site. Such cycle parking provision is broadly in accordance with MCC cycle parking standards and demonstrates the developer's commitment to promoting sustainable travel for journeys to / from the site.

4.0 IMPLEMENTATION OF THE TRAVEL PLAN – KEY ACTION FRAMEWORK

4.1 The development and implementation of a Travel Plan for the hotel is proposed to be undertaken over four key stages. These stages are described in the remaining sections of this document and will cover the development of the base Travel Plan – from identification of the Travel Plan Coordinator role, the development of a package of travel initiatives and their subsequent implementation, through to the monitoring of the effects of Plan post opening of the hotel.

4.2 The identified stages are as follows:

- A. Plan administration through the selection and appointment of the Travel Plan Coordinator, i.e. Tier 3 of the Travel Plan Pyramid 'Implementation & Development of the Travel Plan';
- B. Assessment of travel behaviour and development of a travel database;
- C. Formulation and agreement of the final Travel Plan measures and targets to produce a Full Travel Plan, i.e. Tier 4 of the Travel Plan Pyramid, 'Services and facilities';
- D. Monitoring of the effectiveness of the final Travel Plan and revision where appropriate on a regular basis, i.e. Tier 5 of the Travel Plan Pyramid, 'Marketing & promotion, awareness raising, monitoring and review'.

4.3 **Figure TP10** to this report identifies the key intermediate stages with respect to the implementation programme for a Travel Plan at the proposed hotel.

4.4 Detailed commitments necessary to promote the successful delivery of the Travel Plan at the proposed hotel are identified and highlighted through the remainder of this document via bold / underlined text.

5.0 PLAN ADMINISTRATION

5.1 Overview

- 5.1.1 The administration and management of the proposed hotel Travel Plan will be the responsibility of the developer in the interim, to be taken over by the site operator following occupation of the site.
- 5.1.2 Day-to-day administration of the Travel Plan will be achieved through the identification of an individual who will undertake the responsibilities of Travel Plan management and operation – the “Travel Plan Coordinator” (TPC). The TPC will provide a key role in delivering a successful Travel Plan throughout the lifetime of the development.
- 5.1.3 In order to ensure effective implementation and allocation of resources, the TPC responsibilities will be adopted by a suitable person of responsibility at the site, such as the hotel manager. Contact details for the Travel Plan Coordinator will be provided to MCC once they have been appointed.
- 5.1.4 The TPC will act as the fulcrum for the development of Travel Plan measures and the day to day operation of the Plan. In order to ensure that the Travel Plan will be operational from ‘day one’ of the new hotel, **the TPC role will be formally established at least three months prior to the occupation of the development.** A full set of TPC duties and responsibilities is set out in the sections below.

5.2 Duties and Responsibilities of the Travel Plan Coordinator

- 5.2.1 The TPC will act as the main liaison between staff and MCC with respect to Travel Plan matters. The TPC will act as the first point of contact for staff and other external organisations in all matters regarding employee / visitor travel at the proposed hotel and the management of physical travel facilities within the development curtilage.
- 5.2.2 The key roles and responsibilities of the TPC will be as follows:

- Developing this Interim Travel Plan to a full Travel Plan and managing its implementation;
- Maintaining on-site sustainable travel infrastructure (walking / cycling routes / travel plan noticeboards, etc.) and ensuring that such facilities remain fit for purpose;
- Creating a car share database and promote to staff (potentially via registering the hotel site as a private group at the Car Share GM (www.carsharegm.com/) database);
- Negotiating discounts on travel passes with local public transport operators;
- Negotiating discounts on bicycles with local retailers and advertising to employees. Also promoting the DfT Cycle to Work Loan Scheme or similar initiative, which allows companies to purchase new cycles and cycle equipment for staff and reclaim the VAT on this purchase. Staff can then repay the costs of the purchase through a suitable 'salary sacrifice' agreement (applicable to employers within the overall development);
- Coordinating the Travel Plan monitoring exercises at the hotel site;
- Undertaking annual reviews of the Travel Plan and reporting progress to the LPA / LHA. Travel Plan survey results and progress should also be circulated to staff;
- Liaising with Travel Plan Coordinators of other local developments. It is considered that the 'pooling' of ideas and initiatives between local developments will ensure that the Travel Plan has maximum influence.

5.2.3 A schedule of duties is provided in **Appendix TP2** to this document. This schedule effectively represents an 'Action Plan' for the development of the Travel Plan.

5.3 Key Travel Plan Administration Tasks

5.3.1 As part of the on-going operation of the Travel Plan the following key administrative tasks will need to be undertaken by the TPC:

- Inform MCC of the contact details of the TPC at the inception of the Plan and updating of this information should the TPC role be transferred to an alternative staff member within the lifetime of the Plan.
- Develop a 'key contacts' file of appropriate personnel at other organisations such as the Local Planning Authority, Local Highway Authority, Public Transport Operators, etc.
- Develop and manage an employee travel database. **New staff should be made aware of the existence of the Travel Plan as part of employee induction procedures - within seven days of beginning work on site.**
- Maintain a Travel Plan noticeboard within staff / visitor areas on site to include relevant and up-to-date travel information, details of travel initiatives and campaigns such as Bike Week, the Greater Manchester Life on 2 Wheels Cycle Challenge, Liftshare Week, etc.
- Organise suitable monitoring / data collection exercises in line with the monitoring schedule proposed in Section 8 to this report.

6.0 ASSESSMENT OF TRAVEL BEHAVIOUR

- 6.1 It is important that, where possible, Travel Plans are tailored to meet the specific operational requirements of site users – with the principle goal being to implement realistic Travel Plan measures which can help reduce the number of single occupancy car journeys to / from the site. This objective is best achieved through reference to information on existing / anticipated travel patterns at the development site which can be analysed to identify and establish baseline conditions, the propensity for future travel change and to assist in the selection / refinement of individual Travel Plan measures. At this planning stage, however, it is not possible to collect existing travel data, and such information will not be available until occupation.
- 6.2 **On this basis, it is proposed that a travel survey of staff is undertaken within 6 months of initial occupation of the hotel site, and annually thereafter for the first 5 years of operation of the plan in accordance with the Travel Plan monitoring schedule (see Section 8).**
- 6.3 **Travel surveys should be carried out based on a detailed questionnaire to be agreed with the LPA / LHA.** A sample staff travel survey is attached as **Appendix TP3**.
- 6.4 **The travel surveys will be organised by the TPC who will include all information collected within a subsequent Travel Database for the site.** All data collected will be subject to the regulations of the Data Protection Act. Full staff postcodes will not be stored within the database for security reasons, with only the first four digits being utilised.
- 6.5 **The TPC will ensure that all new members of staff on site (post the undertaking of the base travel survey) will be included within the process and their details included within the database. Staff leaving the site will have their details removed from the database.**

- 6.6 The staff database will be updated regularly in line with an agreed monitoring programme.
- 6.7 **It is also proposed that a 'snapshot' survey of hotel guests / visitors is undertaken on an annual basis.** Snapshot surveys could be undertaken through brief single issue questionnaire exercises which seek to identify site user responses to a particular key area of interest over a set period of time. In the case of the proposed hotel, a suitable snapshot survey could be to record over the period of a week how new guests / visitors travelled to the site and where they have travelled from.
- 6.8 Details of the key travel trends demonstrated by the survey results will be released to the Local Planning Authority as indicated within the monitoring programme and will be utilised for the development of targets and the understanding of progress towards Plan objectives (see Section 8).

7.0 FORMULATION AND AGREEMENT OF THE TRAVEL PLAN

7.1 Introduction

7.1.1 The aims of Tiers 4 & 5 of the Travel Plan Pyramid are to establish the measures and initiatives to be implemented on site to reduce the level of dependency on the private car and to determine how their operation / effectiveness can be promoted and monitored.

7.1.2 The following section of this Travel Plan document therefore outlines those physical and operational measures to be implemented at the proposed hotel site.

7.1.3 **The measures proposed within this Interim Document represent a package of initiatives that will be progressed for implementation by the TPC to support initial occupation of the hotel site. These measures may subsequently be tailored by the TPC to reflect the outcome of the initial Travel Plan surveys.**

7.1.4 The Travel Plan is proposed to be delivered as part of a three stage process:

- Physical site works which would be provided at the application site to improve accessibility / encourage sustainable travel patterns;
- Tailored operational Travel Plan measures which would be introduced to improve accessibility / encourage sustainable travel patterns amongst site users;
- Monitoring of the implementation and success of Travel Plan initiatives.

7.2 Physical Travel Plan Measures

7.2.1 The site masterplan for the hotel site identifies a number of key 'physical' transport measures that are currently available at the site / will be provided on site as part of the proposed development. These measures relate to general transport facilities that will be provided and are as follows:

- **Provision of pedestrian accesses to the hotel off Portland Street and Sackville Street;**
- **Provision of suitable levels of secure cycle parking and associated signage within the curtilage of the development unit;**
- **Provision of changing areas and lockers to support staff access by walking and cycling;**
- **Provision of Travel Plan noticeboards to include up-to-date public transport information, details of key travel initiatives, healthy living information, etc.**

7.2.2 It is the responsibility of the TPC to ensure that sustainable transport facilities within the curtilage of the development site will be properly maintained and are fit for purpose.

7.3 Operational Travel Plan Measures

7.3.1 The following paragraphs outline those ‘operational’ measures to be considered and promoted, where appropriate, by the hotel site. For ease of reference, measures have been grouped under the following key sub-headings:

- Improving Information and Raising Awareness;
- Encouraging Increased Use of Public Transport;
- Encouraging Increased Use of Walking and Cycling;
- Encouraging Efficient Car Use;
- Organisational Measures;
- Opportunities to Reduce the Need to Travel.

- 7.3.2 As identified in section 1 to this report, it is considered most appropriate for this Travel Plan to focus on promoting sustainable travel choices amongst staff at the proposed hotel, given that it is they who will be making regular journeys to the site.
- 7.3.3 Notwithstanding the above, it is also considered important to ensure that suitable travel initiatives are available to visitors. It is therefore proposed that travel information is promoted to visitors via the hotel website, within publicity / guest information material, and in the lobby.

Improving Information and Raising Awareness

- 7.3.4 **Information discussed under each heading of this section should be promoted in a Travel Plan Pack.** The pack should be collated by the TPC and displayed within communal areas (staff rooms) on a Travel Plan noticeboard. As identified above relevant information should also be promoted to visitors via appropriate channels. It is anticipated that this pack will be a useful tool in the promotion of the Travel Plan and would comprise:

- Information on the objectives of the Interim Travel Plan;
- Short introductory note to accompany the Travel Plan Pack to explain why the Travel Plan has been produced and details of key contacts, including the TPC;
- A copy of the MCC Cycle Map;
- Demonstration of site accessibility and available local sustainable connections to local shops and services within promotional information supporting the development of the site, e.g. websites, development PR material, etc;
- Details of relevant TfGM initiatives and public transport timetables / ticketing including details of the Metroshuttle and Metrolink services;
- Promotion of key travel events.

- 7.3.5 **Information within the Travel Plan Pack should be regularly checked and updated by the TPC.**

Encouraging Increased Use of Public Transport

- 7.3.6 Public transport services using local stops can potentially be made more attractive to staff at the proposed hotel site through the provision of increased information, cheaper more convenient ticketing arrangements and opportunities for improved overall connections.
- 7.3.7 It is the responsibility of the TPC to ensure that the Travel Plan pack contains appropriate levels of information to encourage use of local public transport services and ensure that such information is accessible to all staff and visitors. Details of key information services such as the TfGM website for access to online public transport information such as (www.TfGM.com), online bus journey planners (e.g. www.traveline-northwest.co.uk, National Rail website for on-line rail journey planner (www.nationalrail.co.uk) and live train departure board information for Piccadilly Station (<http://ojp.nationalrail.co.uk/service/ldbboard/dep/MAN>) should be made available on the Travel Plan noticeboards.
- 7.3.8 **Provision of further information to site users regarding the TfGM Travel-line phone service (0871 200 2233) for up to date 'real time' travel information and advice.**
- 7.3.9 **Provision of Local Public Transport route maps (Manchester North & South Bus Maps / Manchester City Centre Bus Map / Metrolink System Map / Metroshuttle Map / North West Rail System Map) for the Manchester City Centre area (as produced by TfGM at the time of site occupation).**
- 7.3.10 **The TPC will liaise with local public transport operators and TfGM to ensure that all public transport information provided on-site is up to date.**
- 7.3.11 **The TPC will also liaise with local public transport operators, TfGM and other TPCs within the local area to investigate opportunities for:**

- **Bulk buy season ticket discounts for staff working at the proposed hotel site;**
- **Publicising opportunities for more convenient arrangements for the purchase / renewal of season tickets;**
- **Promotional offers for hotel guests.**

Encouraging Increased Use of Walking and Cycling

- 7.3.12 **Provision of information / maps about the local footpath network and local shops and services within a suitable walking catchment of the proposal site within the Travel Plan pack.**
- 7.3.13 **Promotion of Walk to Work Week** (May) to encouraging staff to walk to work for one week. For more information visit <http://walktoworkweek.org.uk/>.
- 7.3.14 **Provision of information regarding the health benefits of walking**, such as details of the 'Walking the Way to Health' initiatives.
- 7.3.15 **Promotion of the 'Walkit' (<http://walkit.com/cities/manchester/>) pedestrian journey planning website for journeys to local destinations within Manchester City Centre.**
- 7.3.16 **Investigation of the potential for the hotel to offer an interest free cycle loan system to staff via the 'DfT Cycle to Work Loan Scheme'. This scheme allows for businesses to purchase new cycles and cycle equipment for staff and reclaim the VAT on this purchase. Staff can then effectively repay the costs of the purchase through a suitable 'salary sacrifice' agreement. Operating details of the DfT scheme are provided in Appendix TP4 to this report.**
- 7.3.17 **Investigation of the potential to negotiate staff discounts on cycle related purchases with local cycle shops.**

- 7.3.18 **Promotion of events** such as National Bike Week where commuters are encouraged to leave their cars at home and try cycling and the Greater Manchester Life On 2 Wheels Cycle Challenge, which encourages individuals to use their bikes for commuting or leisure.
- 7.3.19 **Provision of details of local cycle training courses operated by TfGM and partners, to staff** (see Appendix TP5).
- 7.3.20 **Provision of information concerning the health benefits of cycling.** The TPC should also and direct site users to other key cycling information sources such as www.cycling.tfgm.com, www.bike2work.info, www.sustrans.org.uk etc.
- 7.3.21 **Creation of a Bicycle User Group (BUG).** BUGs work to look after the interests of existing cyclists and to encourage other employees to take up cycling.
- 7.3.22 **Promotion of MoBike**, the world's largest bike sharing scheme, which has been introduced to Manchester supported by CityCO, TfGM, Manchester City Council and Visit Manchester. The MoBike app (<https://mobike.com/global/download>) provides details of the nearest Mobike, and allows users to scan the bike's code to unlock it and return to any public parking area. Usage is charged at 50p for 30 minutes.
- 7.3.23 **Promotion of TfGM's free Dr Bike maintenance training by organising a session on the site.** This can be organised by emailing business.travel@tfgm.com.
- 7.3.24 **Provision of incentives to cycle to work at the site, such as providing a free breakfast for those who cycle during National Bike Week, sponsored equipment (such as fluorescent bibs), and a mileage rate for employees cycling on business.**

Encouraging Efficient Car Use

- 7.3.25 **Implementation and enforcement of a parking strategy** that seeks to minimise car use amongst all site users.
- 7.3.26 **Promotion of the Manchester City Car Club scheme and the details of car pick / up drop off locations within a local walking distance of the development site.**
- 7.3.27 **Organisation of a site wide car share scheme and promotion to all staff based at the hotel.** It is considered that staff will benefit from a site wide database of potential car share partners organised by the TPC. The scheme could be set up via a matching scheme organised by the TPC or via registering the proposed hotel as a Private Group at the Car Share GM website (www.carsharegm.com/). Staff can register their details online and the Car Share GM database will return the contact details of potential car sharers, i.e. people who meet certain criteria such as living locally, etc.

Organisational Measures

- 7.3.28 **In order to support the implementation of the Travel Plan, the hotel should set aside a guaranteed ride home fund.** This scheme ensures that any member of staff involved with the Travel Plan (and therefore have utilised an alternative travel mode to a single occupancy private car in order to travel to work), have a guaranteed ride home in the case of family emergencies during the daytime or when required to work late at night at short notice. In these circumstances the costs of any reasonable taxi fare home will be reimbursed from the Travel Plan budget if appropriate receipts are provided by staff. It has been identified that the running of such an emergency system is critical in increasing staff confidence in taking part in Travel Plan initiatives such as car sharing / walk to work, etc.

7.4 Plan Implementation

- 7.4.1 The development and operation of the Travel Plan at the hotel site will be funded by the developer / the site operator and operated by the hotel management team or commissioned specialist Transportation Planning Consultancy.
- 7.4.2 All measures identified within sections 7.2 & 7.3 to this report will be demonstrated as being available to all site users at the date of completion of the hotel development.
- 7.4.3 A suitable Travel Plan operating budget will be set aside to assist the delivery of the Travel Plan over the initial five-year period post opening of the scheme. This budget will be utilised for promoting, encouraging and providing incentives for increasing sustainable travel at the hotel site. The funds could also be used for covering typical travel plan administration tasks such as the design and production of publicity material, maintenance of on-site sustainable travel infrastructure (Travel Plan Noticeboard, site public pedestrian areas, cycle storage areas), personalised travel planning and the production of site specific travel information / website updates.
- 7.4.4 Monitoring of the use of the Travel Plan operational budget will be carried out by the site TPC, with details of annual spending on travel initiatives and current budget position recorded within an annual Travel Plan Progress Report provided to MCC (see section 8.3 to this report).

8.0 IDENTIFYING TARGETS AND MONITORING PROGRESS

8.1 Introduction

8.1.1 In order to gain an understanding of the influence / impact of the Travel Plan and to measure the Plan's progress in encouraging sustainable travel patterns, monitoring of travel trends at the proposal site will be undertaken at regular intervals.

8.1.2 **Travel questionnaires of all employees at the hotel and snapshot surveys of guests / visitors will be organised by the TPC at set intervals following Travel Plan implementation, with results being submitted to MCC within 1 month of survey completion, as part of a Travel Plan Performance Report (see Section 8.3).**

8.1.3 It is proposed that the first Travel Survey exercise is undertaken within 6 months of initial occupation of the hotel. Further Travel Surveys would be undertaken annually for a 5-year period thereafter.

8.2 Travel Plan Targets

8.2.1 Section 1 to this report identifies that the key objectives of the Travel Plan are to minimise site related car travel and encourage increased use of a wide range of more sustainable travel modes. Targets for the Travel Plan have therefore been based on these key objectives.

8.2.2 As baseline travel trends for the development are not currently available, a temporary target to seek to limit car use amongst staff at the hotel development to 5% below existing background travel trends for the local area (based on 2011 census travel trends) has been set. 2011 census travel trends for 'journey to work' movements to Manchester City Centre workplace zones identify the following mode share:

Table TP8.1 – Recorded Journey to Work Modal Split Proportions to Manchester City Centre Workplace Zones Census

Travel Mode	Mode Share
Underground, metro, light rail, tram	7.9%
Train	19.7%
Bus, minibus or coach	26.7%
Taxi	0.3%
Motorcycle, scooter or moped	0.4%
Driving a car or van	27.9%
Passenger in a car or van	3.5%
Bicycle	2.3%
On foot	11.0%
Other method of travel to work	0.2%

- 8.2.3 Review of the 2011 Census data suggests that an initial target for this Travel Plan would therefore be to aim for car / taxi driver levels of circa 23.2% of all journey to work trips, with a corresponding increase in walking, cycling and public transport use. Such a target represents a circa 20% reduction in car driver use compared to current travel patterns for Manchester City Centre workplace zones.
- 8.2.4 Following the completion of the first Travel Survey exercise, it is proposed that this preliminary target is reviewed and that appropriate Specific, Measureable, Achievable, Realistic and Time Bound (SMART) targets are set, based upon the recorded site specific baseline data. **Any revised target will be included in the first Annual Performance Report.** Targets could also be set for reductions in car use amongst guests and visitors following collection of the first snapshot survey results, although it should be noted that guest and visitor travel trends will be more difficult to influence, as they will not represent regular trips to the site.
- 8.2.5 Progress towards targets will be monitored via regular update surveys (see section 8.1), with short term targets acting as a guide to the progress of Travel Plan initiatives.
- 8.2.6 Should it become clear that targets will not be achievable, or indeed have already been met, then they should be reviewed in conjunction with MCC and new objectives set.

8.3 Review Procedure

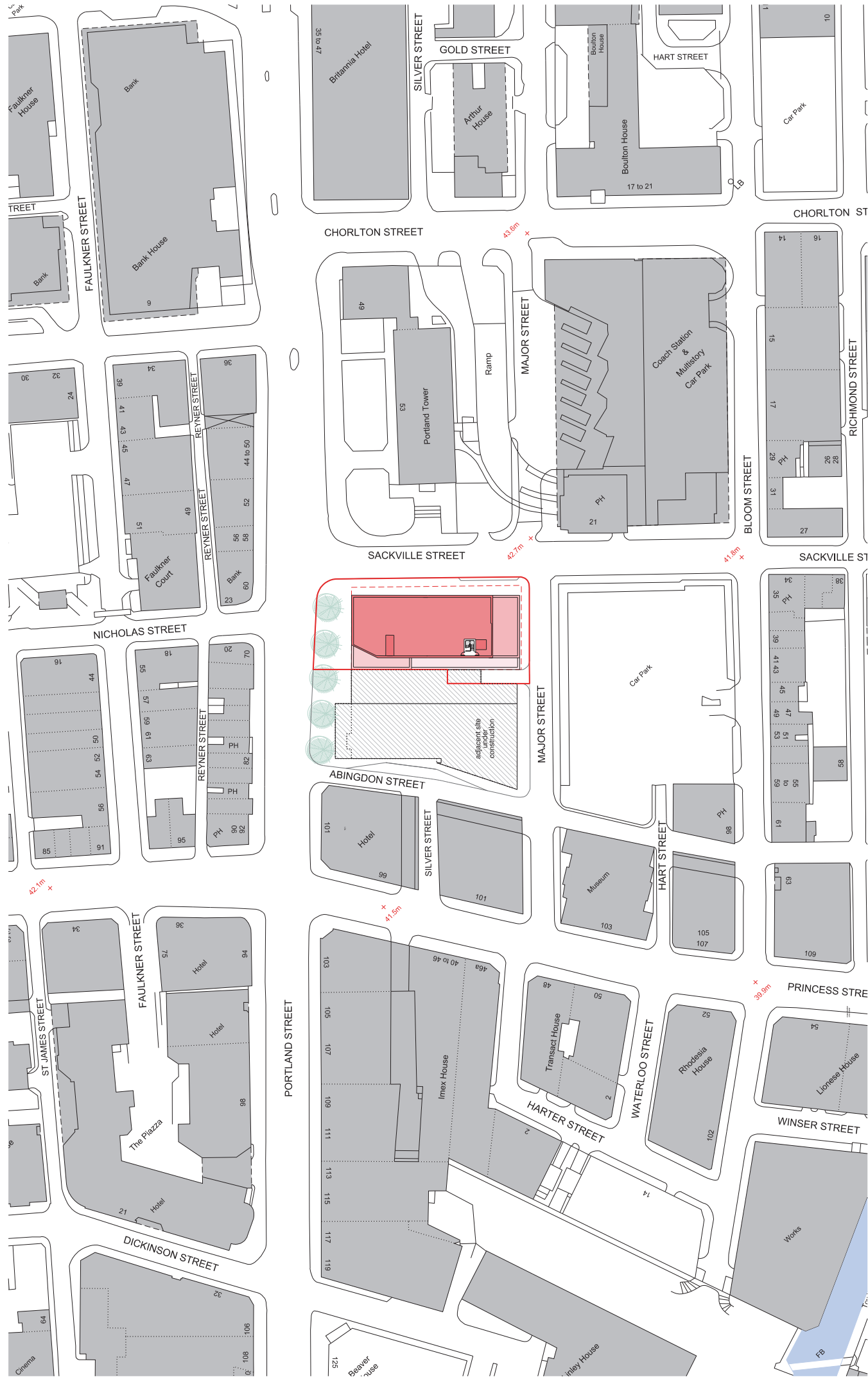
8.3.1 **Review of the operation of the Travel Plan will be undertaken by the site TPC every year in discussion with MCC, based on the results of the monitoring survey programme where relevant.** This review would assess the progress of the Travel Plan with respect to targets and consider the take up / effectiveness of individual measures. This annual review may identify areas within the Travel Plan which require changes or modification.

8.3.2 **To assist the review process, the site TPC will prepare an Annual Travel Plan Performance Report for submission to MCC.** It is envisaged that the Annual Travel Plan Performance Report would comprise the following:

- The results of the most recent travel surveys with respect to targets;
- The current position of the Travel Plan operational budget;
- The general effectiveness of current initiatives within the Travel Plan;
- Those measures within the Travel Plan which are proposed to be continued into the next year / those measures to be dropped; and,
- Details of any new travel initiatives to be pursued at the proposed hotel site.



DRAWINGS



stephenson
STUDIO

in association with
LEACH RHODES WALKER
ARCHITECTS
architects planners interior

project
hotel on 55 portland street, manchester

job no.
7410

title
proposed site location plan

scale
1:1000 @ A3

drawing no.
7410-a1(05)002

3 Herdise mews
4 Commercial street
manchester, M13 9HQ
www.stephensonstudio.com
ma@stephensonstudio.com
t +44 (0)161 832 0244

© stephenson STUDIO Ltd. do not scale from this drawing

site edge: 0.157 Ha
proposed building footprint
red line indicates extent planning consent

notes:
date: 2017.10.30
revision: P01 planning application submission
P02 revised roof plan

revision: date: notes:
P01 2017.10.30 planning application submission
P02 2018.02.02 revised layout

standard twin/ double room
executive twin/ double room
accessible room
restaurant, bar and public area
business centre
toilets
circulation, core and plantroom
back of house

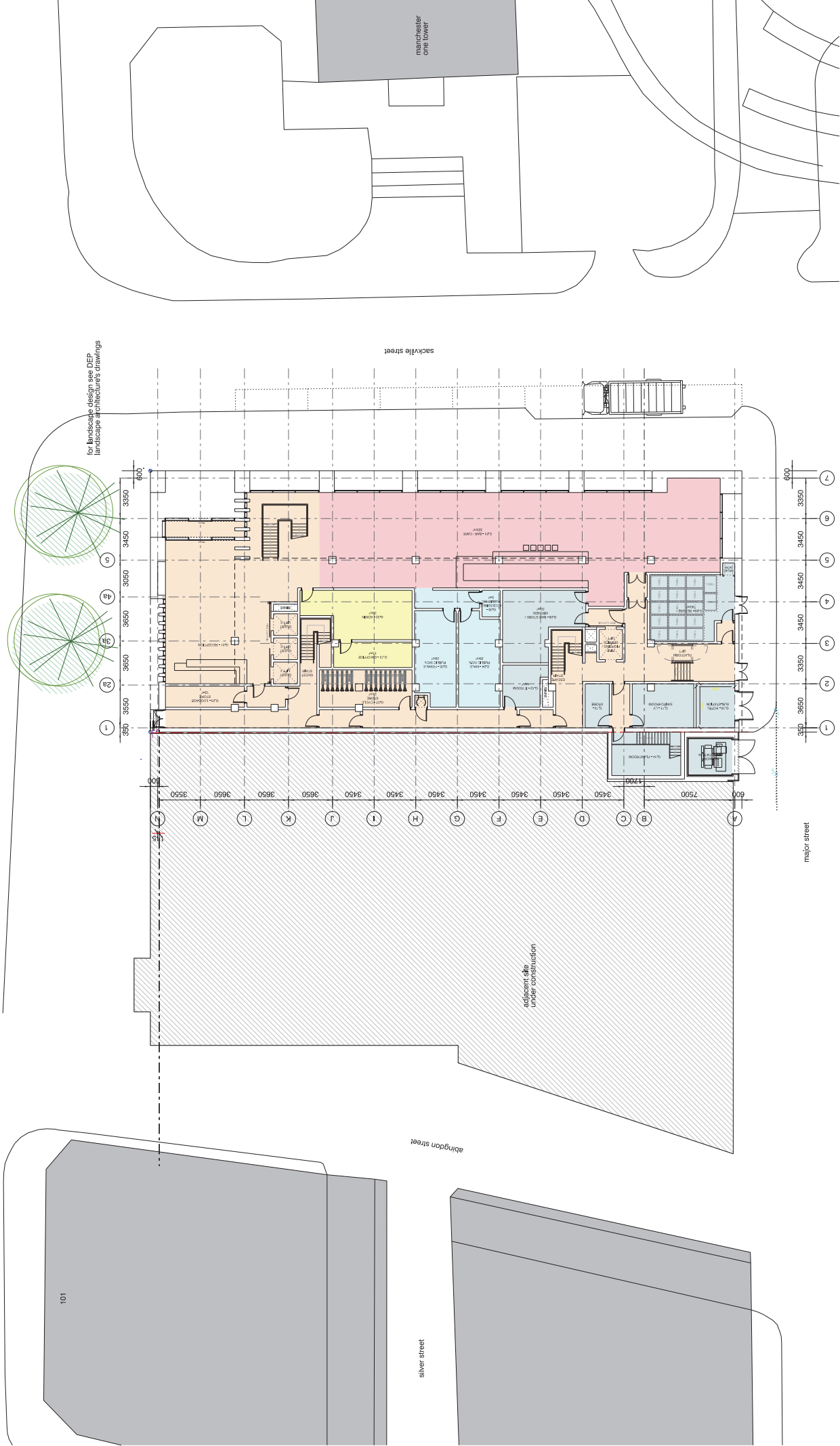


project hotel on 55 portland street, manchester
job no. 7410
title proposed ground floor plan
scale 1:300 @ A3
drawing no. 7410-al(05)011-01

in association with
LEACH RHODES WALKER
ARCHITECTS
architects planners interior
www.rw.co.uk

stephenson
STUDIO
3 herlode mews
4 commercial street
manchester, M13 9HQ
www.stephensonstudio.com
ma@stephensonstudio.com
t +44 (0)161 832 0244

© stephenson STUDIO ltd. do not scale from this drawing





FIGURES



Figure TP1

Site Location

2156-01

55 Portland Street, Manchester City Centre

September 2017



Camellia House
76 Water Lane,
Wilmslow
Cheshire, SK9 5BB

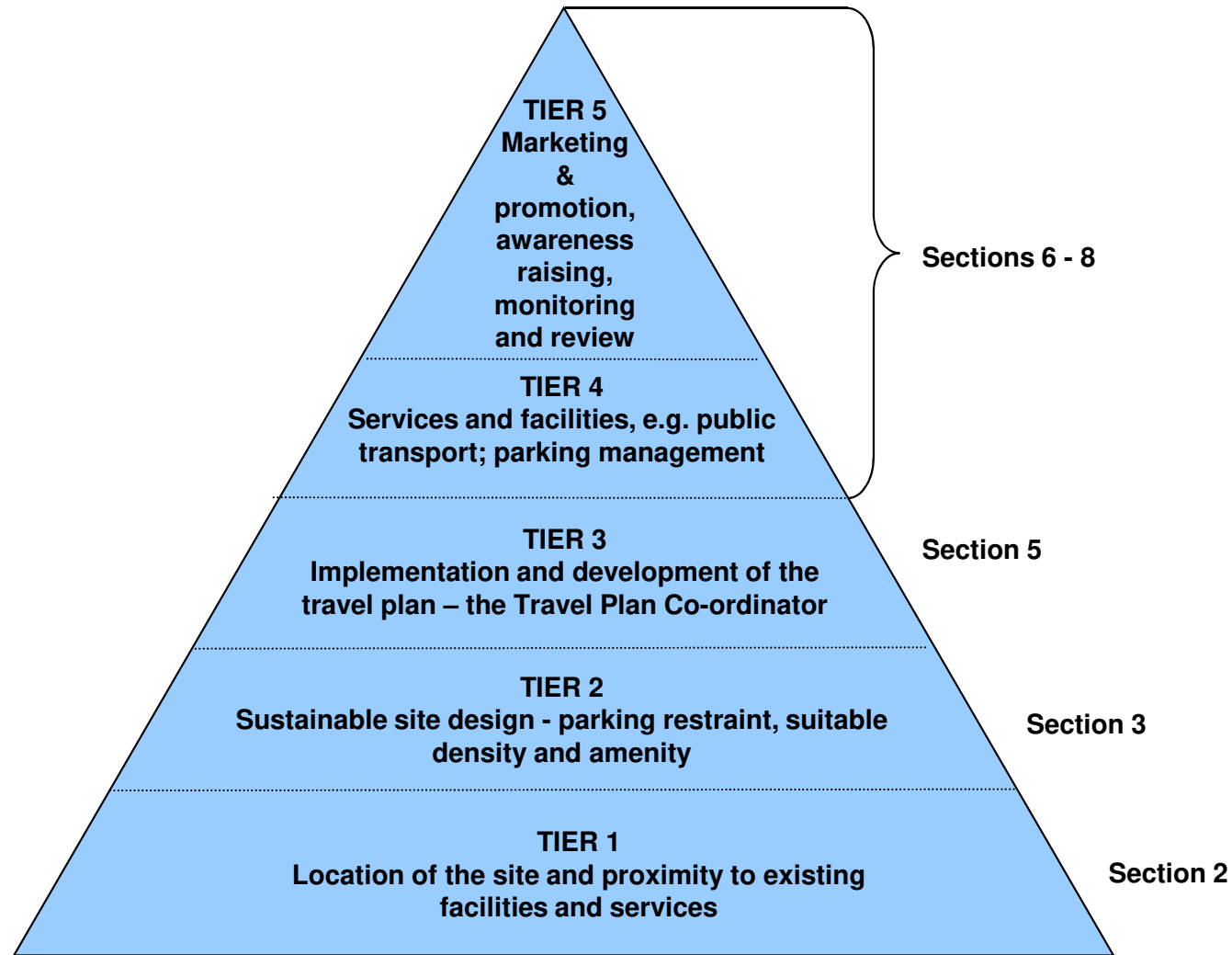
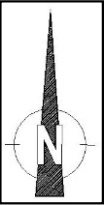


Figure TP2

Travel Plan Pyramid

2156-01

55 Portland Street, Manchester City Centre

September 2017



Camellia House
76 Water Lane,
Wilmslow
Cheshire, SK9 5BB

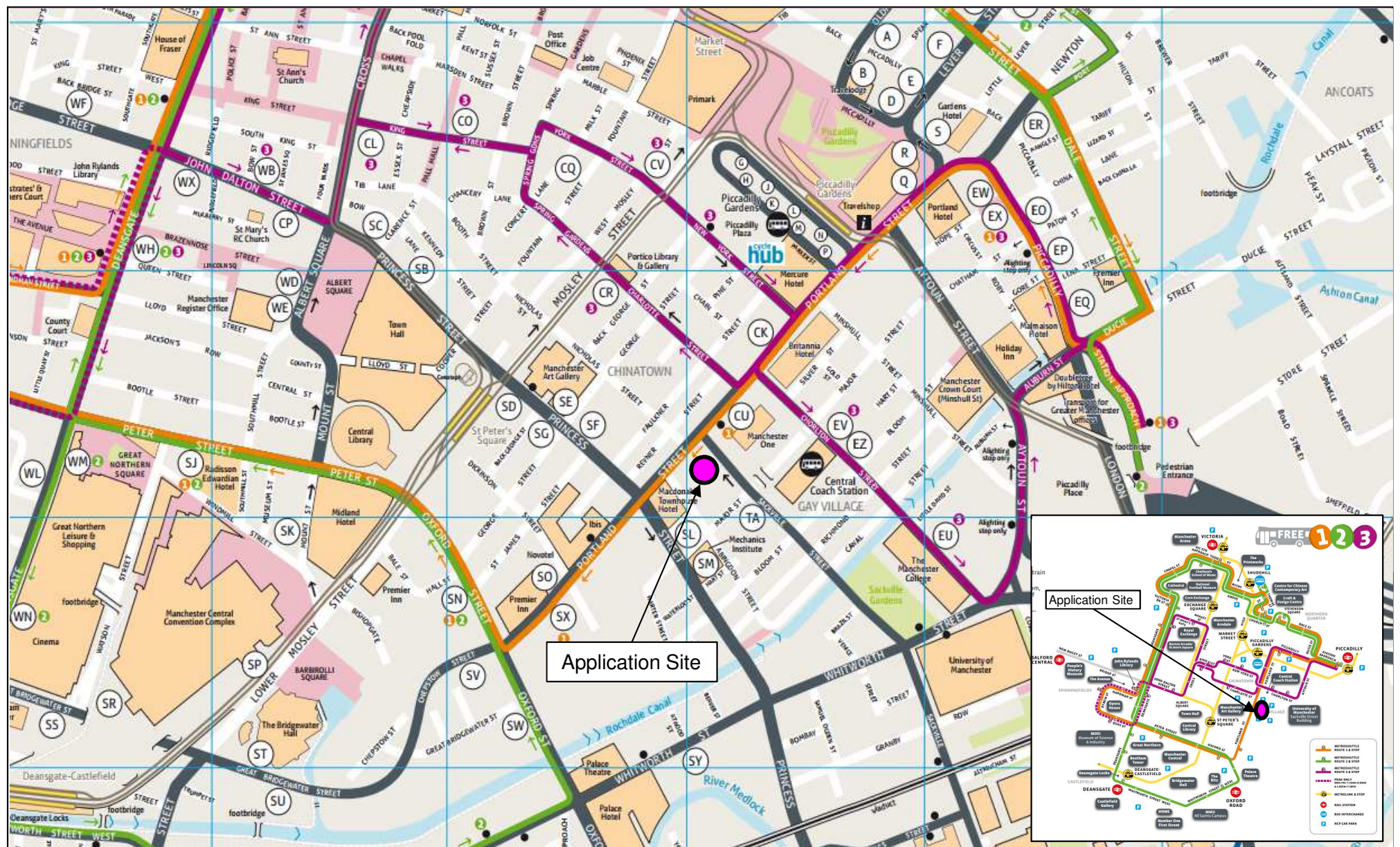


Figure TP3

Local Streets to the Application Site Served By
the Metroshuttle Free City Centre Bus Service

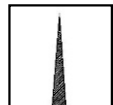
2156-01

55 Portland Street, Manchester City Centre

September 2017



Camellia House
76 Water Lane,
Wilmslow
Cheshire, SK9 5BB



Greater Manchester tram network map



Services

- | | |
|--|--|
| A Altrincham – Bury A | E Ashton-under-Lyne – Eccles E |
| B Altrincham – Etihad Campus B | F Manchester Airport – Deansgate-Castlefield F |
| C Bury – Piccadilly C | G East Didsbury – Rochdale Town Centre G |
| D MediaCityUK – Piccadilly D | H East Didsbury – Shaw and Crompton H |

Key

- | | | |
|----------------------------|------------------|--------------------------------------|
| Metrolink stop | Bus interchange | Car Park
Limited spaces available |
| Change with other services | Rail interchange | Cycle hub
Membership required |
| Service travels via | Park + Ride | |

Check your tram times at www.metrolink.co.uk before travelling

Extract from TfGM Manchester Metrolink Network Map

Figure TP4

Location of the Application Site with Respect to
Metrolink Services

2156-01

55 Portland Street, Manchester City Centre

September 2017



Camellia House
76 Water Lane,
Wilmslow
Cheshire, SK9 5BB

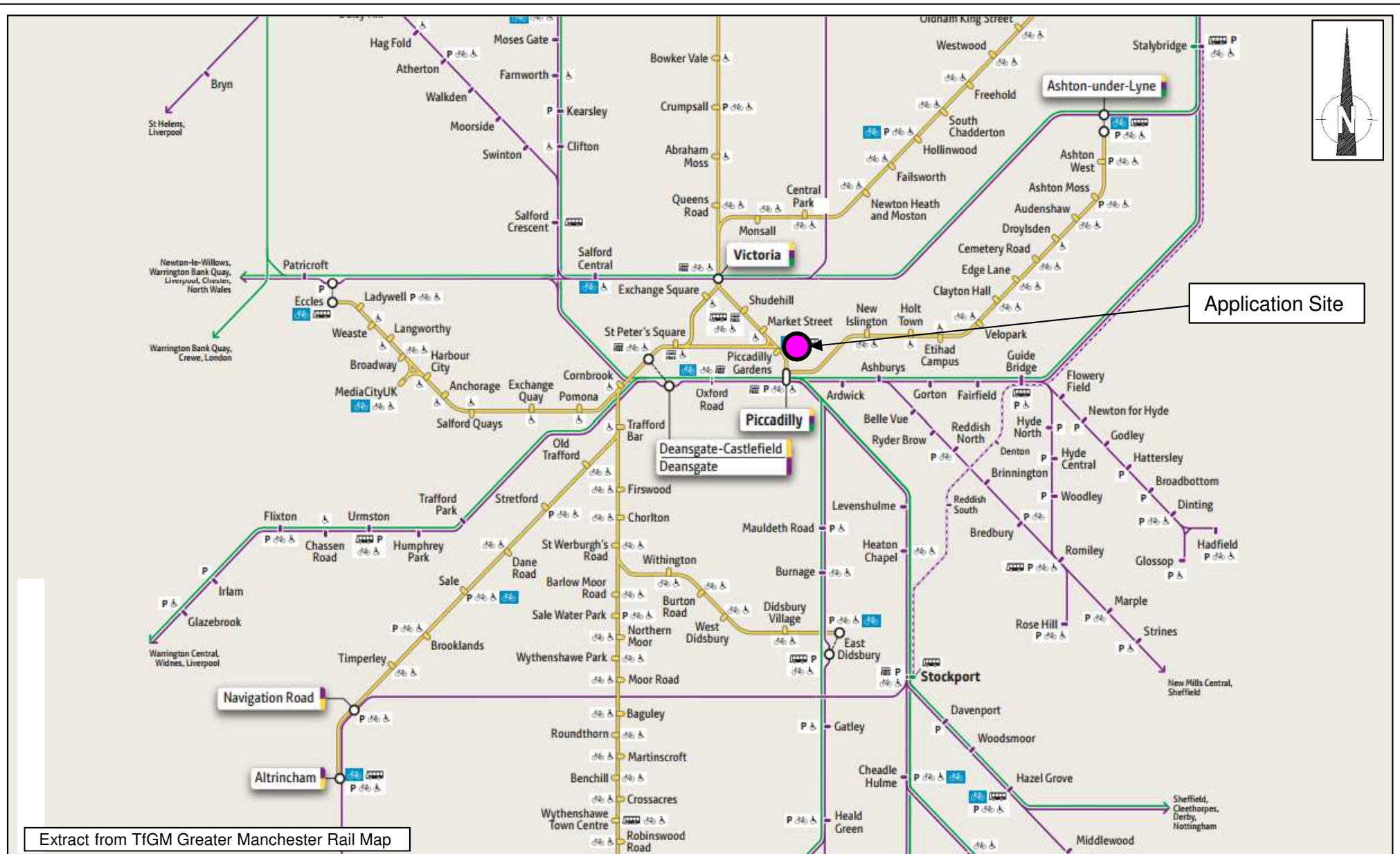


Figure TP5

Location of the Application Site with Respect to
Local Rail Services

2156-01

55 Portland Street, Manchester City Centre

September 2017

axis

Camellia House
76 Water Lane,
Wilmslow
Cheshire, SK9 5BB

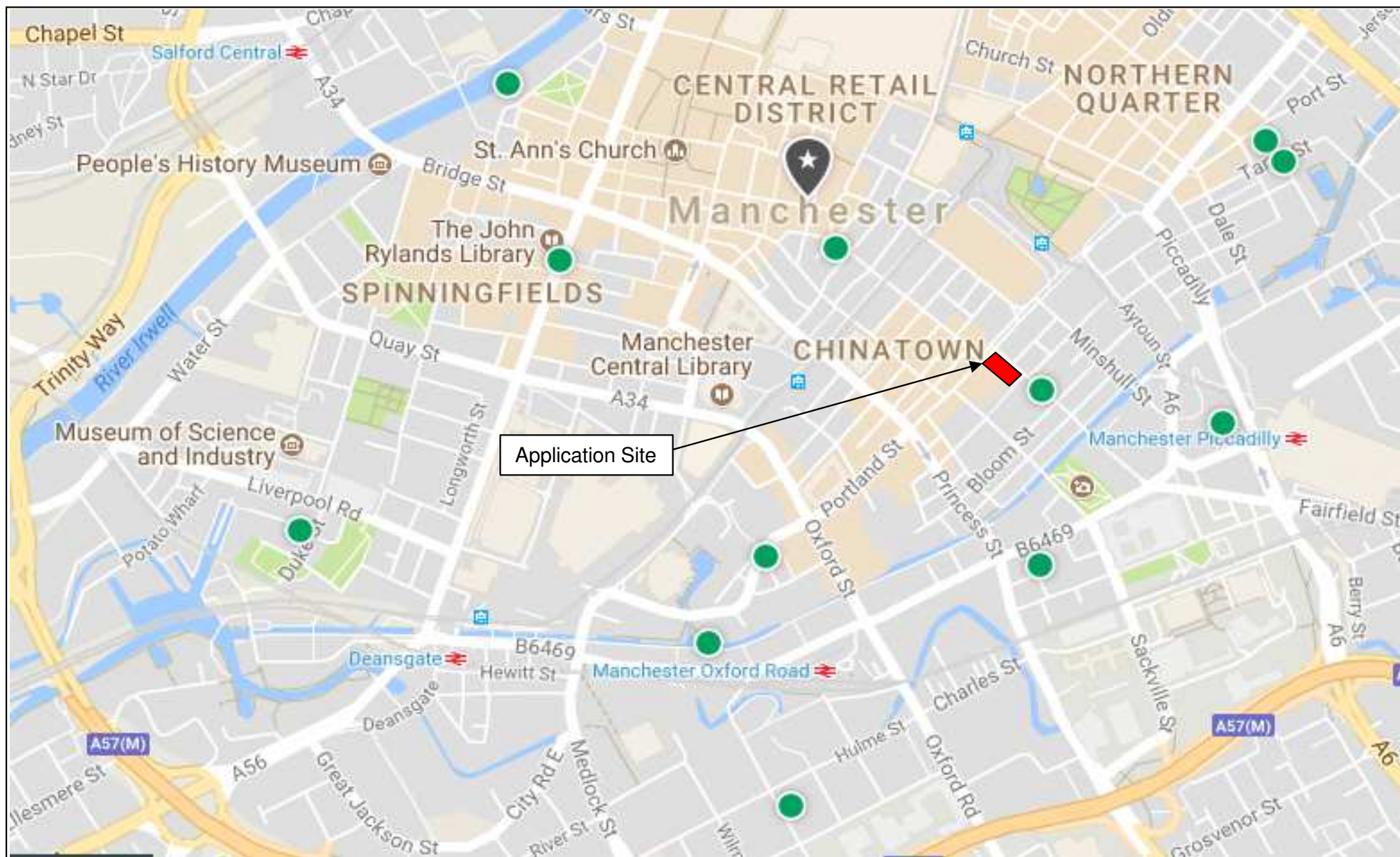


Figure TP6

Location of Manchester City Car Club Vehicle Bays to the Application Site

2156-01

55 Portland Street, Manchester City Centre

September 2017



Camellia House
76 Water Lane,
Wilmslow
Cheshire, SK9 5BB

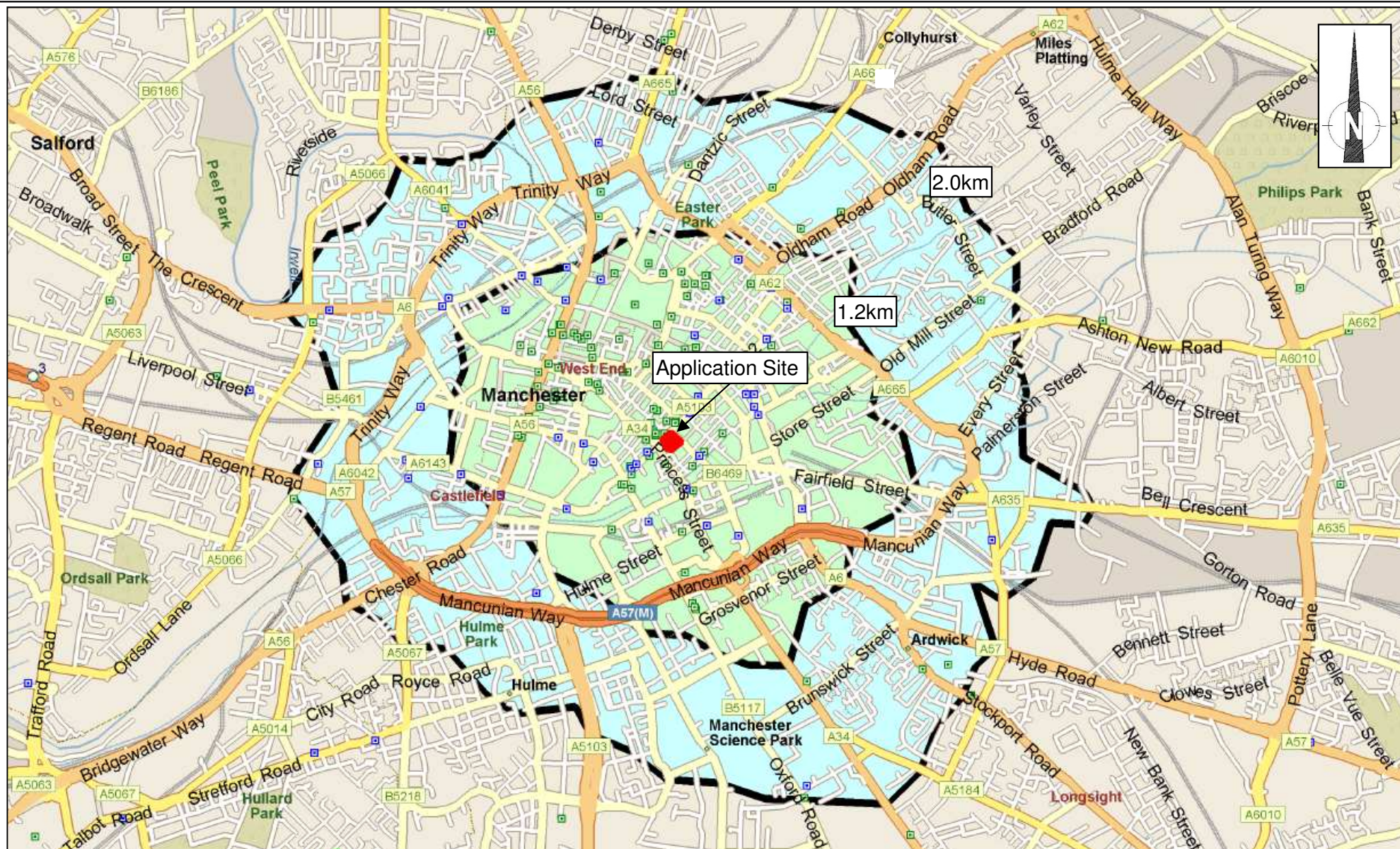


Figure TP7

Local Walk Catchment Areas from the Application Site

2156-01

55 Portland Street, Manchester City Centre

September 2017



Camellia House
76 Water Lane,
Wilmslow
Cheshire, SK9 5BB



Figure TP8

Local Cycle Connections and Infrastructure to the Application Site

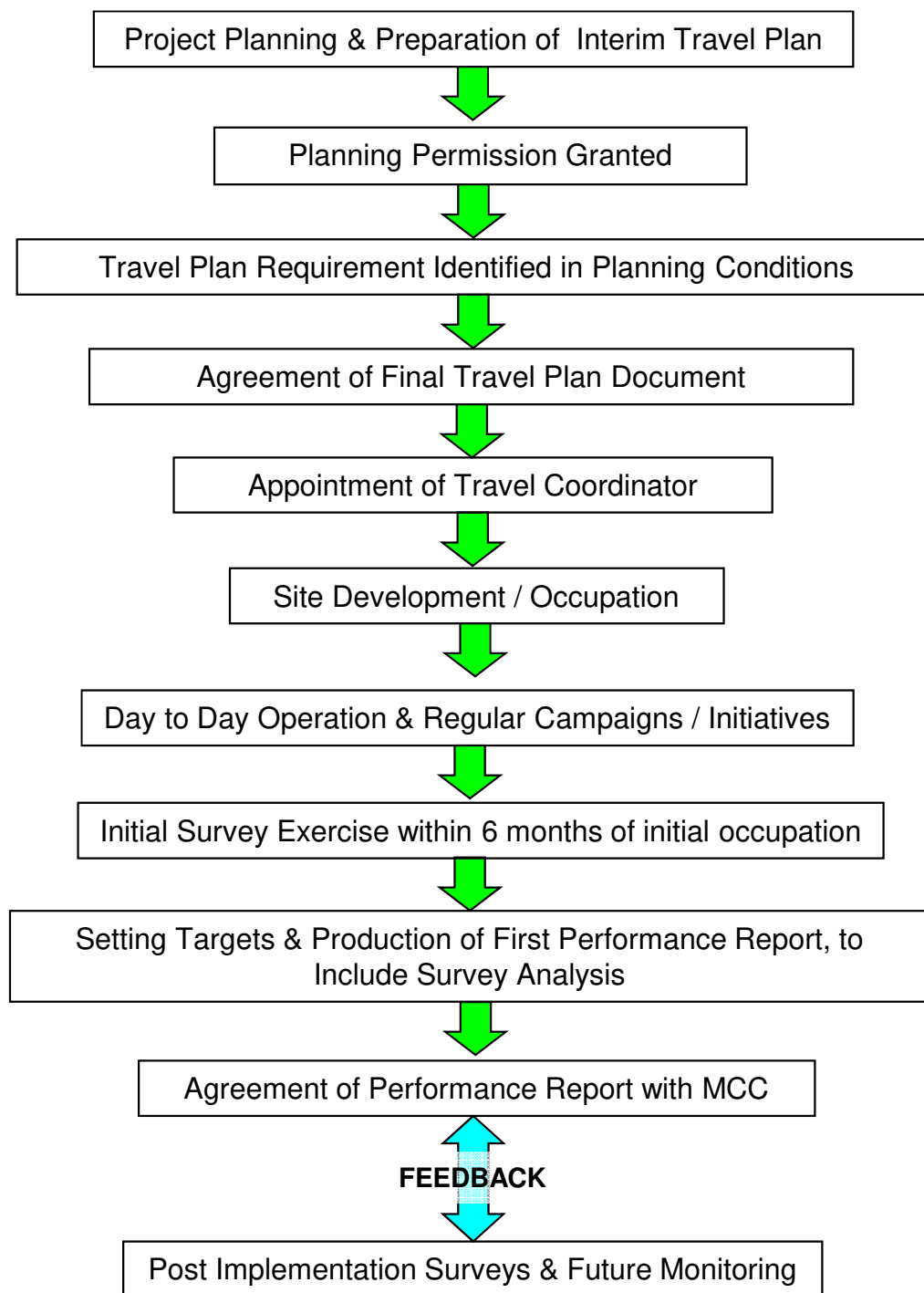
2156-01

55 Portland Street, Manchester City Centre

September 2017



Camellia House
76 Water Lane,
Wilmslow
Cheshire, SK9 5BB





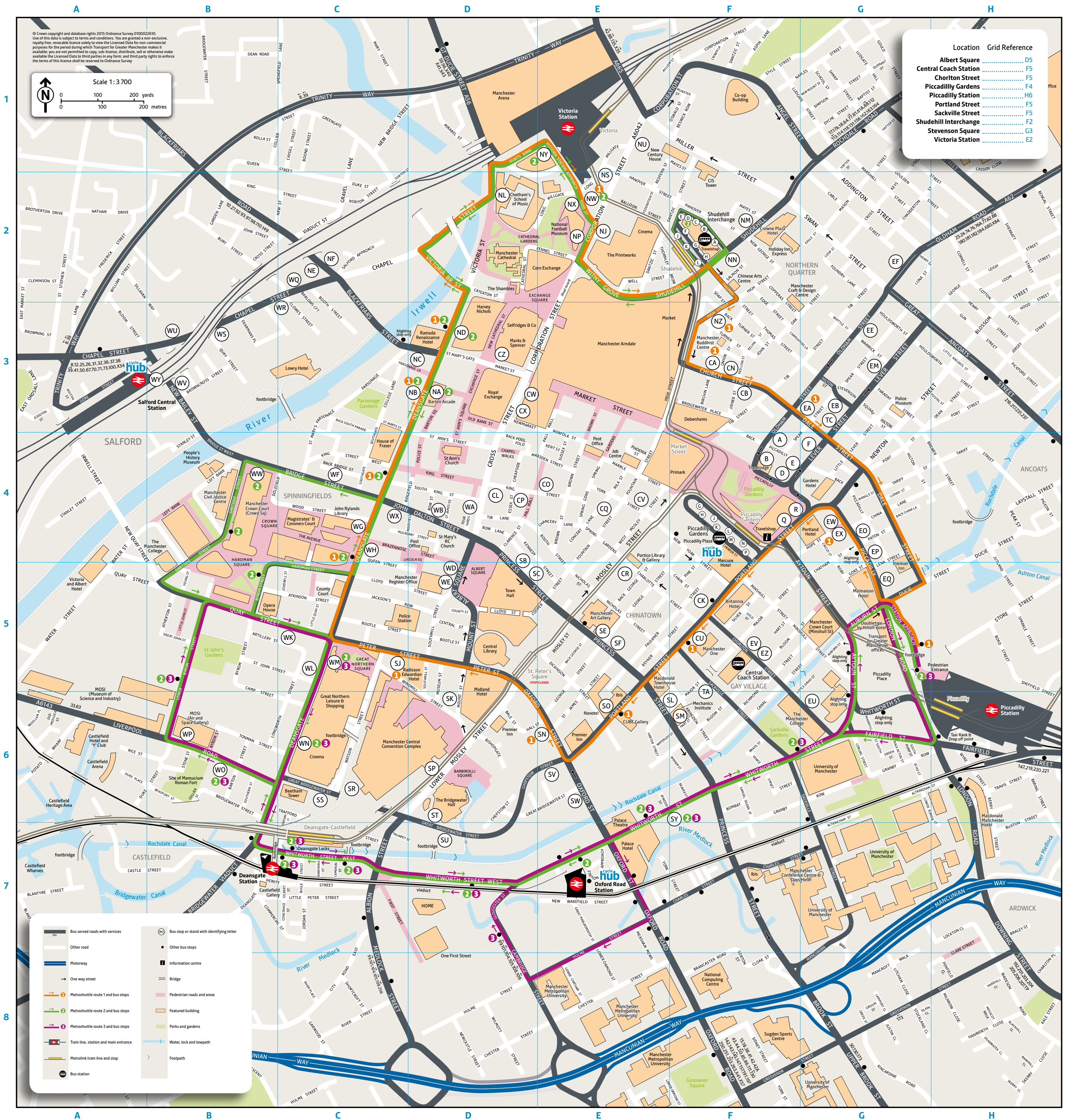
APPENDICES



APPENDIX TP1

Manchester City Centre public transport map

From 28 June 2015



Bus number	Destination	Main boarding points
Metroshuttle 1	Piccadilly Train Station – Deansgate circular	
Metroshuttle 2	Shudehill Interchange – Piccadilly Train Station	
Metroshuttle 3	Piccadilly Train Station – Castlefield	
Metroshuttle routes are shown in the map above		
8	Bolton	Shudehill Interchange, Victoria Station
8	Bolton	Piccadilly Gardens, Piccadilly Station, Shudehill Interchange
10	Brookhouse	Shudehill Interchange, Victoria Station
12	Leigh	Piccadilly Gardens
15	Flixton	Piccadilly Gardens
17	Rochdale	Shudehill Interchange
17A	Rochdale	Shudehill Interchange
18	Langley	Piccadilly Gardens, Shudehill Interchange
18	Manchester Royal Infirmary	Shudehill Interchange
23	Shaw	Piccadilly Gardens
24	Rochdale	Piccadilly Gardens
25	Leigh	Piccadilly Gardens
26	Leigh	Piccadilly Gardens
27	Swinton	Shudehill Interchange, Victoria Station
31	Farnworth	Shudehill Interchange, Victoria Station
32	Wigan	Piccadilly Gardens
33	Worsley/Wigan	Piccadilly Gardens
36	Bolton	Piccadilly Gardens
37	Bolton	Piccadilly Gardens
38	Farnworth	Piccadilly Gardens
38	Rusholme	Portland Street CU
39	Leigh	Piccadilly Gardens, Piccadilly Station, Shudehill Interchange
41	Eccles	Sackville Street TA
41	Sale/Altrincham	Piccadilly Gardens

Bus number	Destination	Main boarding points
42	East Didsbury/Stockport	Piccadilly Gardens
42	Middleton	Piccadilly Gardens, Victoria Station
42A	Reddish	Piccadilly Gardens
43	Manchester Airport	Piccadilly Gardens
44	Manchester Airport	Piccadilly Gardens
50	East Didsbury	Albert Square
50	Salford Quays	Albert Square
59	Rushcroft	Piccadilly Gardens, Victoria Station
63	Brookhouse	Piccadilly Gardens
64	Higher Blackley	Shudehill Interchange
67	Cadishead	Shudehill Interchange, Victoria Station
70	Clifton Junction	Shudehill Interchange, Victoria Station
71	Clifton	Shudehill Interchange, Victoria Station
73	Clifton	Shudehill Interchange, Victoria Station
74	Oldham	Piccadilly Gardens
76	Oldham	Piccadilly Gardens
76A	Oldham	Piccadilly Gardens
77	Runs into Manchester only	
81	Darker	Piccadilly Gardens
81A	Holts	Piccadilly Gardens
82	Oldham/Lees	Piccadilly Gardens
83	Sholwer	Piccadilly Gardens
84	Reddish	Piccadilly Gardens
85	Chorlton	Piccadilly Gardens
86	Chorlton	Piccadilly Gardens
86	Sale/Altrincham	Piccadilly Gardens
88	North Manchester General Hospital	Piccadilly Gardens
92	Bury	Shudehill Interchange, Victoria Station

Bus number	Destination	Main boarding points
93	Bury	Shudehill Interchange, Victoria Station
96	Simister	Shudehill Interchange, Victoria Station
97	Bury	Shudehill Interchange, Victoria Station
98	Bury	Shudehill Interchange, Victoria Station
99	Sale	Piccadilly Gardens
100	Intu Trafford Centre/Warrington	Shudehill Interchange, Victoria Station
101	Wythenshawe	Piccadilly Gardens
104	Wythenshawe/Wythenshawe Hosp	Piccadilly Gardens
105	Manchester Airport	Piccadilly Gardens
108	Runs into Manchester only	
109	Wythenshawe Hospital	Piccadilly Gardens
110	Intu Trafford Centre	Shudehill Interchange, Victoria Station
111	Southern Cemetery	Piccadilly Gardens
112	Middleton	Piccadilly Gardens
113	Runs into Manchester only	
114	Alkington	Piccadilly Gardens
118	North Manchester General Hospital	Piccadilly Gardens
130	Macclesfield	Piccadilly Gardens
131	Boarshaw	Albert Square, Piccadilly Gardens
135	Bury	Piccadilly Gardens, Victoria Station
142	East Didsbury	Piccadilly Gardens
143	West Didsbury	Piccadilly Gardens
145	Runs into Manchester only	
147	Manchester Royal Infirmary	Piccadilly Station

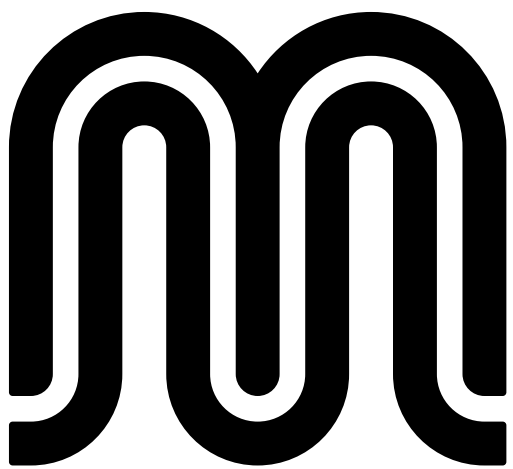
Bus number	Destination	Main boarding points
149	Oldham	Piccadilly Gardens, Victoria Station
156	Middleton/Langley	Shudehill Interchange
157	Woodford	Piccadilly Gardens
162	Norden	Piccadilly Gardens
163	Bury	Piccadilly Gardens
164	Hollin	Shudehill Interchange
173	Stepping Hill	Piccadilly Gardens
180	Greenfield	Piccadilly Gardens
181	Shaw/Rochdale	Piccadilly Gardens
182	Rochdale	Piccadilly Gardens
184	Huddersfield	Piccadilly Gardens
191	Hazel Grove	Albert Square
192	Hazel Grove	Piccadilly Gardens
197	Stockport	Albert Square
201	Hattersley/Hyde	Piccadilly Gardens
203	Stockport	Piccadilly Gardens
204	Hyde	Piccadilly Gardens
205	Denton	Piccadilly Gardens
206	Gee Cross	Piccadilly Gardens
207	Gee Cross	Piccadilly Gardens
216	Ashton-under-Lyne/Stalybridge	Piccadilly Gardens
217	Ashton-under-Lyne	Shudehill Interchange, Victoria Station, Evenings only Piccadilly Gardens
219	Ashton-under-Lyne/Stalybridge	Piccadilly Gardens
220	Stalybridge	Piccadilly Gardens
221	Dukinfield	Piccadilly Gardens
231	Ashton-under-Lyne	Piccadilly Gardens
237	Glossop	Piccadilly Gardens
250	Intu Trafford Centre	Piccadilly Gardens
251	Intu Trafford Centre	Piccadilly Gardens
253	Runs into Manchester only	
255	Partington	Piccadilly Gardens
256	Flixton	Piccadilly Gardens

Bus number	Destination	Main boarding points
263	Altrincham	Piccadilly Gardens
TP	Derby	Central Coach Station
X34	Leigh/Lowton	Piccadilly Gardens
X35	Walmersley	Piccadilly Gardens*
X40	Great Harwood/Whalley	Chorlton Street EZ, Albert Square
X41	Blackburn	Chorlton Street EZ, Albert Square
X41	Altrincham	Piccadilly Gardens
X43	Nelson	Chorlton Street EZ, Albert Square
X50	Intu Trafford Centre	Piccadilly Gardens
X57	Woodford	Piccadilly Gardens
X58	Flixton	Piccadilly Gardens
X80	Greenfield	Piccadilly Gardens
X84	Carrctoe	Piccadilly Gardens
Megabus	Shudehill Interchange	
National Express	Central Coach Station	
Terravision	Shudehill Interchange, Sackville Street TA	

Bus after midnight
Departs from Stevenson Square stop EB until 19 July 2015
Withdrawn from 20 July 2015

For public transport information phone Traveline 0871 200 22 33

7am – 8pm Mon to Fri, 8am – 8pm Sat, Sun & public holidays. Calls cost 12p a minute plus network extras from 1 July 2015.



Destination finder

Public transport from Piccadilly Gardens

Destination	Service	Bus stop
Alderley Edge	130	P
Alexandra Park	85	M
	101, 104, 105, 109	N
Alkrington	114	F
Altrincham	41 [■] , X41	H
	88	M
	263	K
	Metrolink*	
Ancoats	173	EQ
	216, 216 , 217 [■] , 231, 231	D
Ardwick	173	EQ
	192, 192	N
	201, 201 , 203, 203 , 204, 205, 206, 207 [■]	EO
	Metrolink (Piccadilly Gardens)	
Ashton Moss	Metrolink (Piccadilly Gardens)	
Ashton-under-Lyne	216, 216 , 231, 231	D
	219, 219	EW
	Metrolink (Piccadilly Gardens)	
Astley	25, 26 [▲] , 33 [▲] , X34	P
Atherton	12, 25, 32, 33 [▲] , 33	P
Audenshaw	216, 216 , 231	D
	219, 219 , 220, 221	EW
	Metrolink (Piccadilly Gardens)	
Baguley	99, 101, 109	N
Bamford	162 [■]	A
Bank House	42	R
	88	B
Belle Vue	173	EQ
	201, 201 , 203, 203 , 204	EO
Benchill	43, 43	H
	104, 105	N
Besses o' th' Barn	135	E
	Metrolink	
Beswick	219, 219 , 220, 221	EW
Blackley	18	R
	118	B
	162 [■] , 163	A
Bolton	8 , 36, 37	P
Boothstown	25, 26 [▲] , 33 [▲] , X34	P
Bowker Vale	59, 149, X35†	E
	Metrolink	
Bramhall	157 [■] , X57	J
Broadheath	41 [■] , X41	H
	88	M
	263	K
Brookdale Park	74, 76, 76A	D
Brookhouse	63 [▲]	P
Brooklands	99	N
	Metrolink*	
Brooks's Bar	15	L
	86, 86	M
Broughton	149	E
Burnage	44	J
	130	P
Bury	135, X35†	E
	163	A
	Metrolink	
Carrcote	X84 [■]	A
Carrington	255	L
Castlefield	33, 63 [▲]	P
	84, 255	L
	Metrolink*	
Central Park	88	B
	Metrolink (Market Street)	
Chadderton	23 [■] , 24, 181, 182	F
	59	E
Cheadle	44, 157 [■] , X57	J
	130	P
Cheadle Hulme	157 [■] , X57	J
Cheetham Hill	42	R
	59, 135, 149	E
Chorlton	84	L
	85, 86, 86	M
	Metrolink (Market Street)*	
Clayton	216, 216 , 217 [■] , 231, 231	D
	Metrolink (Piccadilly Gardens)	
Clifton	8	P
Collyhurst	18	R
	81, 81A, 88, 118	B
	112, 114	F
	162 [■] , 163	A
Crumpsall	59, 149	E
	Metrolink	
Dane Bank	205	EO
Darn Hill	163	A
Davyhulme	15, 256, X58 [■]	L
Denton	201, 201 , 204, 205, 206, 207 [■]	EO
Derker	81	B
	Metrolink (Market Street)	
Didsbury	42, 42	G and J
	42A [■] , 157 [■] , X57	J
	84	L
	142, 142	G
	Metrolink (Market Street)*	
Droylsden	216, 216 , 217 [■] , 231, 231	D
	Metrolink (Piccadilly Gardens)	
Dukinfield	220, 221	EW
East Didsbury	42, 42	G and J
	42A [■] , 44, 157 [■] , X57	J
	84	L
	130	P
	142, 142	G
	Metrolink (Market Street)*	
Eccles	33, 63 [▲]	P
	Metrolink (Piccadilly Gardens)*	
Edenfield	X35†	E

Destination	Service	Bus stop
Etihad Stadium	216, 216 , 217 [■] , 231, 231 Metrolink (Piccadilly Gardens)	D
Failsworth	74, 76, 76A, 82 83, 180, 184, X80 [■] , X84 [■] Metrolink (Market Street)	D A
Fallowfield	41, 43, 43 , 143, 143 , X41 42, 42 42A [■] , 44, 111, 157 [■] , X57	H G and J J
	99 142, 142	N G
Farnworth	8 , 37 38	P N
Firswood	15 Metrolink (Market Street)*	L
Flixton	15, 255, 256, X58 [■]	L
Freehold	Metrolink (Market Street)	
Gatley	44	J
Gee Cross	206, 207 [■]	EO
Glossop	231	D
Godley	201	EO
Gorton	201, 201 , 203, 203 , 204, 205, 206, 207 [■]	EO
Greenfield	180, X80 [■]	A
Guide Bridge	219, 219	EW
Hadfield	231	D
Handforth	130	P
Harpurhey	18 81, 81A, 118 112, 114 162 [■] , 163	R B F A
Hartshead	231	D
Hattersley	201	EO
Haughton Green	204, 206, 207 [■]	EO
Hazel Grove	192, 192	EP
Heald Green	44 130	J P
Heaton Chapel	42A [■] 84 173 192, 192	J L EQ EP
Heaton Mersey	42, (some) 42A [■] 84	J L
Heaton Park	59, 135, 149, X35† Metrolink	E
Heywood	162 [■] , 163	A
Higher Blackley	42 88 149	R B E
Hightown	59, 149	E
Hindley	32, 33 [▲]	P
Holcombe Brook	X35†	E
Hollingworth	231	D
Hollins	74 [▲] 180, 184, X80 [■] , X84 [■]	D A
Hollinwood	74, 82 83, 180, 184, X80 [■] , X84 [■] 149	D A E
	Metrolink (Market Street)	
Holts	81A	B
Hospitals H – see end of list		
Huddersfield	184	A
Hulme	85, 86, 86 101, 104, 105, 109 250, 251, 263 256	M N K L
Hyde	201, 201 , 204, 206, 207 [■]	EO
intu Trafford Centre	250, 251, X50	K
Irlams o' th' Height	8 , 12, 25, 26 [▲] , 36, 37, 88 38	P N
Kearsley	8	P
Langley	18 162 [■] , 163	R A
Lees	81A 82 180, 184, X80 [■] , X84 [■]	B D A
Leigh	12, 25, 26 [▲] , 88 , X34	P
Levenshulme	192, 192	EP
Limeside	74 [▲] , 76, 76A	D
Little Hulton	12, 36, 88 38	P N
Longsight	173 192, 192	EQ EP
Lower Broughton	149	E
Lowton	X34 [■]	P
Macclesfield	130	P
Manchester Airport	43, 43 44 105	H J N
Middleton	18, 42 59 112 162 [■] , 163	R E F A
Miles Platting	23 [■] , 24, 181, 182 74, 76, 76A, 82 83, 180, 184 88	F D A B
Mills Hill	59	E
Milnrow	181 [■] , 182 Metrolink (Market Street)	F
Monsall	88 Metrolink (Market Street)	B
Monton	33	P
Moss Nook	44	J
Moss Side	15 101, 104, 105, 109 111	L N J
Moston	81, 81A, 88, 118 112, 114	B F

Destination	Service	Bus stop
Mottram	231	D
Newall Green	101, 104 [■]	N
New Bury	36	P
	38	N
Newhey	181 [■] , 182	F
	Metrolink (Market Street)	
New Moston	23 [■] , 24, 181, 182,	F
	81, 81A	B
	149	E
Newton Heath	23 [■] , 24, 181, 182	F
	74, 76, 76A, 82	D
	83, 180, 184, X80 [■] , X84 [■]	A
	Metrolink (Market Street)	
Norden	162 [■]	A
Northenden	41, 43, 43 , X41	H
	99, 101, 104, 105, 109	N
Northern Moor	41, X41	H
	109	N
Offerton	173	EQ
Oldham	59, 149	E
	74, 76, 76A, 82	D
	81, 81A	B
	83, 180, 184, X80 [■]	A
	Metrolink (Market Street)	
Old Trafford	84, 255, 256	L
	250, 251, 263, X50	K
	Metrolink*	
Openshaw	219, 219 , 220, 221	EW
Ordsall	33, 63 [▲]	P
Owens Park	41, 43, 43 , 143, 143 , X41	H
	42, 42	G and J
	42A [■] , 44, 157 [■] , X57	J
	142, 142	G
Partington	255	L
Patricroft	63 [▲]	P
Peel Green	63 [▲]	P
Peel Hall	104	N
Pendlebury	8	P
Pendleton	8 , 12, 25, 26 [▲] , 32, 36, 37, 88 , X34	P
	38	N
Prestwich	Metrolink	
Radcliffe	Metrolink	
Ramsbottom	X35†	E
Reddish	42A [■]	J
	84	L
	173	EQ
	203, 203	EO
Rhodes	59	E
Rochdale	24, 181 [■] , 182	F
	Metrolink (Market Street)	
Royton	23 [■] , 24, 181, 182	F
Rushcroft	59	E
Rusholme	41, 43, 43 , 143, 143 , X41	H
	42, 42	G and J
	42A [■] , 44, 157 [■] , X57	J
	142, 142	G
	41, X41	H
Sale	88	M
	99	N
	263	K
	Metrolink*	
Salford Quays	Metrolink (Piccadilly Gardens)*	
Sharston	104, 105	N
Shaw	23 [■] , 181, 182	F
	59	E
	Metrolink (Market Street)	
Sholver	83	A
Smallshaw	231	D
South Chadderton	Metrolink (Market Street)	
Southern Cemetery	84	L
	99, 101, 104, 105, 109	N
	111	J
Sportcity	216, 216 , 217 [■] , 231, 231	D
	Metrolink (Piccadilly Gardens)	
Stalybridge	216 (few), 231	D
	219 (few), 219 , 220	EW
Stepping Hill	173	EQ
	192, 192	EP
Stockport	42 (some)	J
	173	EQ
	192, 192	EP
	203, 203	EO
Strangeways	59	E
Stretford	15, 255, 256	L
	86	M
	263	K
	Metrolink*	
Swinton	12, 25, 26 [▲] , 32, 36, 37, 88 , X34	P
	38	N
Thornham	23 [■] , 24	F
Timperley	Metrolink*	
Trafford Park	250, 251, X50	K
Tyldesley	12, 25, 32, 33 [▲] , 88	P
University of Manchester	15	L
	41, 43, 43 , 143, 143 , X41	H
	42, 42	G and J
	42A [■] , 44, 111, 157 [■] , X57	J
	85, 86, 86	M
	99, 101, 104, 109	N
	142, 142	G
	250, 251, 263	K
University of Salford	8 , 12, 25, 26 [▲] , 32, 36, 37, 88 , X34	P
	38	N
Uppermill	184, X84 [■]	A
Urmston	15, 255	L
Victoria Park (Rusholme)	130	P

Destination	Service	Bus stop
Victoria Station	59, 135, 149	E
	Metrolink	
Walkden	12, 36, 37, 88	P
	38	N
Walmersley	X35†	E
Waterhead	81A	B
	82	D
Weaste	33, 63 [▲]	P
	Metrolink (Piccadilly Gardens)*	
Werneth	81, 81A	B
	82	D
	83	A
West Didsbury	41, 43, 43 , 143, 143 , X41	H
	84	L
	111	J
	Metrolink (Market Street)*	
Whalley Range	85, 86, 86	M
Whitefield	135	E
	Metrolink	
White Moss	81 (some) [■] , 88, 118	B
Wigan	32, 33 [▲]	P
Wilmslow	130	P
Withington	41, 43, 43 , 143, 143 , X41	H
	42, 42	G and J
	42A [■] , 111, 157 [■] , X57	J
	84	L
	142, 142	G
	Metrolink (Market Street)*	
Woodford	157 [■] , X57	J
Woodhouse Park	43, 43	H
	104, 105	N
Woodhouses	74	D
Worsley	12, 25, 26 [▲] , 33	P
Wythenshawe	43, 43	H
	101, 104, 105	N

H Hospitals		
Manchester Royal Infirmary	15	L
	41, 43, 43 , 143, 143 , X41	H
	42, 42	G and J
	42A [■] , 44, 111, 157 [■] , X57	J
	130	P
	142, 142	G
North Manchester General Hospital	42	R
	88, 118	B
	149	E
Stepping Hill Hospital	173	EQ
	192, 192	EP
Tameside General Hospital	231	D
The Christie	41, 43, 43 , 143, 143 , X41	H
	42, 42	G and J
	42A [■] , 157 [■] , X57	J
	84	L
	142, 142	G
Trafford General Hospital	256, X58 [■]	L
Wythenshawe Hospital	104 [■] , 109	N

42 Late night journeys (buses after midnight)

- Evenings only

- Monday to Friday peak periods only

- ▲ Evenings, Sundays and public holidays only

- ♦ Withdrawn from 19 July 2015

- † Starts from 19 July 2015

* Due to construction work at St Peter's Square Metrolink stop, direct tram services will not run to this destination from 28 June until the end of August 2015

For public transport information phone Traveline 0871 200 22 33

7am – 8pm Mon to Fri, 8am – 8pm Sat, Sun & public holidays.

Calls cost 1

Route finder

Buses from Piccadilly Gardens listed by service number



Bus	Destination	Bus stop	Bus	Destination	Bus stop	Bus	Destination	Bus stop
1	Metroshuttle	EX	85	Chorlton	M	205	Denton	EO
8	Bolton	P	86, 86	Chorlton	M	206	Gee Cross	EO
12	Leigh	P	88	North Manchester General Hospital	B	207	Gee Cross	EO
15	Flixton	L	99	Sale	N	216, 216	Ashton-under-Lyne/Stalybridge	D
18	Langley	R	101	Wythenshawe	N	217	Droylsden (evenings only)	D
23	Shaw (withdrawn from 19 July 2015)	F	104	Wythenshawe/ Wythenshawe Hospital	N	219, 219	Ashton-under-Lyne/ Stalybridge	EW
24	Rochdale	F	105	Manchester Airport	N	220	Stalybridge	EW
25	Leigh	P	109	Wythenshawe Hospital	N	221	Dukinfield	EW
26	Leigh	P	111	Southern Cemetery	J	231	Ashton-under-Lyne	D
32	Wigan	P	112	Middleton	F	237	Glossop	D
33	Worsley/Wigan	P	114	Alkrington	F	250	intu Trafford Centre	K
36	Bolton	P	118	North Manchester General Hospital	B	251	intu Trafford Centre	K
37	Bolton	P	130	Macclesfield	P	255	Partington	L
38	Farnworth	N	135	Bury	E	256	Flixton	L
39	Leigh	P	142, 142	East Didsbury	G	263	Altrincham	K
41	Sale/Altrincham	H	143, 143	West Didsbury	H	X34	Leigh/Lowton	P
42, 42	East Didsbury	G	149	Oldham	E	X35	Walmersley (from 19 July 2015)	E
42	Stockport	J	157	Woodford	J	X41	Altrincham	H
42	Middleton	R	162	Norden	A	X50	intu Trafford Centre	K
42A	Reddish	J	163	Bury	A	X57	Woodford	J
43, 43	Manchester Airport	H	173	Stepping Hill	EQ	X58	Flixton	L
44	Manchester Airport	J	180	Greenfield	A	X80	Greenfield (withdrawn from 19 July 2015)	A
59	Rushcroft	E	181	Shaw/Rochdale	F	X84	Carrcote	A
63	Brookhouse	P	182	Rochdale	F			
74	Oldham	D	184	Huddersfield	A			
76	Oldham	D	192, 192	Hazel Grove	EP			
76A	Oldham	D	201, 201	Hattersley	EO			
81	Darker	B	203, 203	Stockport	EO			
81A	Holts	B	204	Hyde	EO			
82	Oldham/Lees	D						
83	Sholver	A						
84	Reddish	L						

For public transport information phone Traveline 0871 200 22 33

7am – 8pm Mon to Fri, 8am – 8pm Sat, Sun & public holidays.
Calls cost 12p a minute plus network extras From 1 July 2015.

www.tfgm.com

Metrolink Customer Services 0161 205 2000

6am to 11pm Mondays to Fridays, 8am to 8pm Saturdays and Sundays, 10am to 6pm public holidays.
www.metrolink.co.uk

28 June 2015



APPENDIX TP2

PROPOSED HOTEL, 55 PORTLAND STREET, MANCHESTER

SCHEDULE OF TPC DUTIES / ACTION PLAN

Setting Up

Task	Implementation Date	Completed?
Appoint TPC	ASAP	
Collate Travel Pack of information for issue to staff / display within the main foyer	ASAP	
Provide TPC contact details to MCC	ASAP	
Set up Travel Plan Working File	ASAP	

Initial Site Travel Plan Launch

Task	Implementation Date	Completed?
Prepare a the 'key contacts' file to include key personnel at organisations such as the Local Planning Authority, Local Highway Authority, Public Transport Operators, etc.	1 month prior to completion of the site	
Contact TfGM and obtain up-to-date timetables and literature and discuss opportunities for discount on travel passes	1 month prior to completion of the site	
Contact TfGM cycle officer to obtain copies of Cycle Map	1 month prior to completion of the site	
Create a car share database and promote to all site users (potentially via registering the Hotel site as a private group at the Car Share GM (www.carsharegm.com/) database)	1 month prior to completion of the site	
Review walking and cycle provision on-site to ensure completion and fit for purpose	2 weeks prior to completion of the site	
Ensure Travel Plan information is updated and the noticeboard is in place	2 weeks prior to completion of the site	

Initial Travel Patterns Survey

Task	Implementation Date	Completed?
Undertake annual reviews of the Travel Plan and report progress to the LPA/LHA. Travel Plan survey results and progress should also be circulated to site users	Within 6 months of initial occupation of the hotel	
Submit survey review report to MCC	1 month post completion of initial survey	
Update Travel Plan Noticeboard to reflect progress towards targets and objectives	Following Survey	
Develop the Interim Travel Plan to a full Travel Plan and managing its implementation	Following Survey	

On-going duties (Over Life Time of Plan)

Task	Implementation Date	Completed?
Liaise with TfGM and other TPCs / groups where appropriate	As required	
Provide promotional Travel Data and health campaign information on display and keep up-to-date	Formal review every 3 months	
Ensure on-site cycle facilities and shared paths are maintained and fit for purpose	Formal review every 3 months	
Promote and support national campaigns	Review annually	
Manage on-site parking, including allocation of spaces and enforcement of parking restrictions	As required	

Further Monitoring: Development Completion

Task	Implementation Date	Completed?
Undertake survey of site users	Every two years post initial survey exercise.	
Submit survey review report to MCC	1 month post completion of survey	
Undertake Travel Plan Audit and modify where appropriate	Following Survey	
Update Travel Plan Noticeboard to reflect progress towards targets and objectives	Following Survey	



APPENDIX TP3

Hotel Development, Portland Street, Manchester**STAFF TRAVEL QUESTIONNAIRE**

This travel survey is being undertaken amongst all employees of the Hotel at 55 Portland Street to gain an understanding of the existing travel patterns. This information will be used to help inform the Travel Plan for the site which will continue to seek to promote alternative travel options to the private car.

The survey should be completed during the week commencing [??DATE??] and should only be completed **ONCE** by **EACH** member of staff. Please complete the survey based on your general travel habits on the basis of a typical journey. Once completed please return your survey form in the pre-paid envelope.

The information that you provide will be treated with the utmost confidentiality.

1. **What is your home postcode?**

.....

2. **Are you:**

- ☐ Male
- ☐ Female

3. **Do you have a disability which affects your travel arrangements?**

- ☐ Yes
- ☐ No

4. **What mode of transport do you primarily use to travel to / from 55 Portland Street:**

- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Train
- ☐ Tram
- ☐ Car (Driver)
- ☐ Car (Passenger)
- ☐ Motorbike

6. **What alternative travel mode could you use, if your current mode of transport was unavailable?**

- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Train
- ☐ Tram
- ☐ Car (Driver)
- ☐ Car (Passenger)
- ☐ Motorbike

☐ Could not travel by any other mode

7. **Which of these factors might tempt you to use public transport to travel to work? If you use public transport already, what would you like to see done?**

Please choose no more than TWO options

- ☐ More direct service connecting to where I live
- ☐ More frequent services
- ☐ Discount tickets / passes available at work
- ☐ Easier access to timetable / fares information at
- ☐ Having my journey planned for me
- ☐ Free taxi home if asked to work late / family
- ☐ I would NEVER use public transport to travel to

8. **Which of these factors might tempt you to walk / cycle to work? If you walk / cycle already, what would you like to see done?**

Please choose no more than TWO options

- ☐ Improved footpaths / cycle paths on journey to work
- ☐ Secure cycle parking at work
- ☐ Better lighting on routes close to work at night time
- ☐ Changing facilities / showers at work
- ☐ Information on the local footpath / cycle network at
- ☐ Free taxi home if asked to work late / family emergency
- ☐ Interest free cycle loan provided by work
- ☐ I would NEVER walk / cycle to work

9. **Do you have any comments or ideas that you would like to tell us about your travel to work journey?**

.....

.....

.....

.....

Thank you for completing this survey.



APPENDIX TP4

Cycle to Work Scheme implementation guidance

Table of contents

Cycle to Work Scheme implementation guidance.....	1
Table of contents.....	1
Introduction.....	1
1) Who is eligible?.....	2
2) What equipment is included under the tax exemption?.....	3
3) What value of equipment can be supplied?.....	3
4) Scope of tax exemption	3
5) Setting up a Cycle to Work Scheme.....	4
5.1 Salary Sacrifice	4
5.2 Employer's NICs	5
5.3 Deductibility for the employer.....	5
6) Things to consider in relation to salary sacrifice arrangements	6
6.1 The National Minimum Wage (NMW)	6
6.2 Benefit entitlement.....	6
6.3 Withdrawing from a Cycle to Work Arrangement	7
7) VAT.....	7
8) Can the employee keep the cycle at the end of the loan period?.....	8
9) Consumer Credit Law.....	9
9.1 Consumer Credit Licence	9
9.2 Setting up the Agreement.....	10
9.3 Not Hire Purchase - dealing with what happens to the cycles and cyclists' safety equipment at the end of the hire period.....	10
9.4 Cancellation Rights.....	11
9.5 Advertising Requirements	11
10) Authorisation of a Cycle to Work scheme.....	12
11) How long does a Cycle to Work scheme have to run for?	12
12) Insurance.....	12
13) Mileage Allowance.....	13
14) Encouraging More Cycling to Work	13

Introduction

To promote healthier journeys to work and to reduce environmental pollution, the 1999 Finance Act introduced an annual tax exemption, which allows employers to loan cycles and cyclists' safety equipment to employees as a tax-free benefit. The exemption was one of a series of measures introduced under the Government's Green Transport Plan. The following guidelines clarify how organisations can take advantage of the exemption to implement a Cycle to Work scheme that encourages employees to cycle to work and allows employers to reap the benefits of a healthier workforce.

These notes are for guidance only and reflect the tax position at the time of writing and the law as it relates to the provision of consumer credit. The tax exemption refers to cycles and cyclists' safety equipment *loaned* to employees by employers. However, where salary sacrifice arrangements are used, Cycle to Work schemes must be regulated hire agreements between the employer and the employee. The terms 'hire' and 'loan' are therefore both used in these guidelines.

This guidance does not cover those who are self employed. To find out more about the tax relief and deductions for business expenditure for the self-employed (including for cycles and cyclists' safety equipment used for business purposes), you should seek specialist tax advice. There is also some general guidance on the HM Revenue and Customs website, including:

- Income tax allowances and reliefs if you're self-employed - <http://www.hmrc.gov.uk/incometax/relief-self-emp.htm>
 - o Note. Businesses with turnover below the VAT-registration threshold can use a fixed rate per business mile to calculate the income tax deduction for using a cycle for business purposes. For more information (including the rate per mile for cycles), follow the link at the end of the section on "Motoring expenses," in the guidance on income tax allowances and reliefs for the self-employed.
- Reclaiming VAT on your purchases, including what you can and can't claim VAT on. Note: this only applies to VAT-registered businesses. <http://www.hmrc.gov.uk/vat/managing/reclaiming/index.htm>

1) Who is eligible?

Employers of all sizes across the public, private and voluntary sectors can implement a tax exempt loan scheme for their employees. To maximize the benefit of implementation, it is desirable that participation in a scheme should be as broad as possible. To qualify for the tax exemption, the cycles and cyclists' safety equipment loaned by the employer under the scheme must be available to employees generally with no groups of employees excluded. Further information on general availability can be found in the Employment Income Manual on the HM Revenue and Customs website at EIM21664, EIM21665 and EIM 21666:
<http://www.hmrc.gov.uk/manuals/eimanual/updates/eimupdate070510.htm>

The test of available to employees generally can have implications for employers with staff who are under 18 years of age or on or near the National Minimum Wage. See Section 6 and 9 for information about what this means.

2) What equipment is included under the tax exemption?

Eligible equipment includes cycles and cyclists' safety equipment. The tax exemption defines a "cycle" as 'a bicycle, a tricycle, or a cycle having four or more wheels, not being in any case a motor vehicle' (192(1) of the Road Traffic Act 1988 (c.52)). An electrically assisted pedal cycle can be included under the scheme.

Cyclists' safety equipment is not similarly defined in the legislation and a common sense approach should be taken to the equipment provided. This could include:

- Cycle helmets which conform to European standard EN 1078
- Bells and bulb horns
- Lights, including dynamo packs
- Mirrors and mudguards to ensure riders visibility is not impaired
- Cycle clips and dress guards
- Panniers, luggage carriers and straps to allow luggage to be safely carried
- Child safety seats
- Locks and chains to ensure cycle can be safely secured
- Pumps, puncture repair kits, cycle tool kits and tyre sealant to allow for minor repairs
- Reflective clothing along with white front reflectors and spoke reflectors

It is the employer's choice what safety equipment is offered, but you may wish to confirm with your local tax inspector whether the equipment you provide falls within the tax exemption.

3) What value of equipment can be supplied?

There is no limit on the total value of the equipment including the cycle. It is possible to loan two cycles to one employee if, for example, that employee needed a cycle at either end of a train journey between their home and place of work. (However, please see Section 9.1 where the Office of Fair Trading (OFT) has advised that the group consumer credit licence will cover schemes up to a value of £1,000).

4) Scope of tax exemption

The exemption removes the tax charge that would otherwise apply to cycles and cyclists' safety equipment loaned to employees provided the following conditions are met

- Ownership of the equipment is not transferred to the employee during the loan period;
- Employees use the equipment mainly for qualifying journeys; i.e. for journeys made between the employee's home and workplace, or part of those journeys (for example, to the station), or for journeys between one workplace and another.

- The offer of the use of a loaned or provided cycle (i.e. one for which ownership is not transferred to the employee) is available across the whole workforce, with no groups of employees being excluded. This does not necessarily have to be through a Cycle to Work salary sacrifice arrangement.

The tax exemption only applies when an employee mainly uses the cycle and cyclists' safety equipment for qualifying journeys. A qualifying journey for an employee means a journey, or part of a journey,

- between his or her home and workplace, or
- between one workplace and another,

in connection with the performance of their duties of employment. So, for example, cycling to and from the station to get to work would qualify. In this case, 'mainly' means that more than 50% of use of the cycle and safety equipment must involve a qualifying journey.

Employees are not expected to keep mileage logs but employers should make clear to them that if they do not use the cycle mainly for qualifying journeys, they may lose the benefit of the tax exemption. In that event the employer would have to report the benefit in kind on form P11D, and account for Class 1A NICs, in the normal way. The employee would be liable for the tax due on the benefit in kind.

5) Setting up a Cycle to Work Scheme

To help employees take advantage of this tax-free benefit, an employer can simply buy a cycle and cyclists' safety equipment and loan it to an employee for qualifying journeys to work. This arrangement means that the employee's normal salary arrangements are not affected and is sometimes referred to as a 'salary plus' arrangement. It may be, however, that the employer wants to recover the cost of providing the cycle and safety equipment loaned to the employee. Usually this would be done through a salary sacrifice arrangement.

5.1 Salary Sacrifice

A salary sacrifice happens when an employee gives up the right to receive part of their cash pay due under their contract of employment. A salary sacrifice is neither a deduction from salary nor is it a charge on salary, it is where the employee agrees to accept a lower amount of salary - usually in return for the employer's agreement to provide some form of non-cash benefit (in this case the loan of cycle or cyclists' safety equipment). For a benefit such as a loaned cycle, where there is a specific tax exemption, the employee can receive the benefit in kind free of tax instead of salary on which tax and Class 1 NICs would also have been fully payable. As the benefit is covered by a tax exemption, the employer will not have to account for Class 1A NICs. For example: if it is assumed that the employee is loaned equipment worth £500 over a period of eighteen months they could sacrifice £6.41 per week from their gross salary. Net of tax and NICs this would be £4.42 for a basic rate taxpayer (20% income tax plus 11% NICs) and £3.78 for a higher rate tax payer (40% income tax plus 1% employee NICs). See section 6 for important considerations to communicate to your

employees on salary sacrifice and section 10 for details on the role of HMRC. For fuller guidance on salary sacrifice you may wish to view the HMRC website http://www.hmrc.gov.uk/specialist/salary_sacrifice.pdf

5.2 Employer's NICs

Where costs of loaning equipment to the employee are offset through a salary sacrifice arrangement, the employer will save Secondary Class 1 NICs (at up to 12.8%) on that part of the employee's gross salary sacrificed. For example, if an employer was to loan a cycle worth £500 over eighteen months, the employee would sacrifice in total £500 of gross salary generating Employer's NIC savings of £64 per employee.

5.3 Deductibility for the employer

Employers who purchase cycles and cyclists' safety equipment for loan to their employees will be able to treat the cost as capital expenditure and claim capital allowances in the normal manner.

For many businesses expenditure on cycles and cyclists' safety equipment will qualify for the Annual Investment Allowance (AIA). The AIA allows businesses to write off 100 per cent of qualifying capital expenditure currently up to £100,000¹ each year against the businesses' taxable profits.

Where the AIA is not available or the total capital expenditure on plant and machinery exceeds the annual limit, expenditure on cycles and cyclists' safety equipment can be added to the main capital allowances pool and qualify for writing-down allowances at 20² per cent per annum.

For example:

- Cost of cycle in year 1 = £500
- Amount on which capital allowance due in year 1 is £500 x 20% = £100
- Amount on which capital allowance due in year 2 is £400 x 20% = £80.00
- And so on.

From the employers point of view as long as it is a business asset the employer can continue to claim capital allowances regardless of how long it is used in the cycle to work scheme.

¹ The cap for the AIA was increased from £50,000 to £100,000 in respect of expenditure incurred on or after 1 April 2010 (companies) or 6 April 2010 (sole traders and partnerships). However, in June 2010, the Government announced its intention to reduce the maximum amount of the AIA to £25,000 for expenditure incurred from April 2012 onwards. A draft of the relevant legislation and Explanatory Notes were published for consultation on 9 December 2010 and these are available at http://www.hm-treasury.gov.uk/d/financebill2011_draft_clauses_explanatory_notes.pdf

² The Government also announced its intention to decrease the main rate of writing-down allowance from 20 to 18 per cent per annum with effect from April 2012. A draft of this legislation was also published for consultation on 9 December 2010 and may be viewed at the address shown in the footnote 1.

More details on plant and machinery capital allowances can be found here

<http://www.hmrc.gov.uk/ct/forms-rates/claims/capital-allowance.htm>

Where the cycles and cyclists' safety equipment is leased, the leasing costs will generally be deductible as an expense in computing the business profits. Your auditors or tax advisors will be able to determine the specific accounting treatment and calculate the tax deduction available. Please note those organisations that do not currently pay tax (e.g. public sector employers) will not be able to claim a deduction (see Section 7 for VAT treatment).

6) Things to consider in relation to salary sacrifice arrangements

For a salary sacrifice to be effective for tax and National Insurance (NICs) purposes:

- The potential future remuneration must be given up before it is treated as received for tax and NICs purposes; and
- The true construction of the revised contractual arrangement between employer and employee must be that the employee is entitled to lower cash remuneration and a benefit in kind. For example the loan of a cycle and cyclists' safety equipment.

6.1 The National Minimum Wage (NMW)

An employer may loan cycles and cyclists' safety equipment to all employees but a salary sacrifice arrangement cannot be used if in so doing the employee's gross pay drops below the NMW.

In situations where an employer has staff near the NMW we would suggest the employee be offered a lower value cycle package and/or a longer than usual hire period to avoid the salary dropping below, and therefore being excluded from the Scheme. To illustrate this, if an employer provided a cycle that costs the employer £170, together with safety equipment that cost £38, the total cost would be £208. If the employee sacrificed a total of £208 of salary over a two year period, this would result in a sacrifice of £2 of salary per week, which would (depending on hours worked) be achievable for any employee earning at least 6 or 7 pence above the NMW hourly rate.

Where employees are paid at NMW employers could consider offering a loan bike without salary sacrifice, or a pool of bikes for those staff, to avoid them being excluded from the offer of a cycle.

6.2 Benefit entitlement

Where a salary sacrifice arrangement is used, the gross pay of the employee is affected, which in turn impacts upon their tax and NICs. As entitlement to some benefits is based on the amount of NICs that are paid and others on earnings, entering into a salary sacrifice arrangement may affect an employee's current or future

entitlement to a range of benefits. Although the likelihood is that any effect will be small, employers need to clearly communicate to their employees what the sacrifice will mean in practical terms - in particular the effect, or potential effect, that a reduction in their cash pay may have on:

- any pension scheme being contributed to (in particular this may be important if an employee is nearing retirement and has a final salary pension scheme);
- entitlement to contribution-based benefits like the State Pension;
- entitlement to earnings-related benefits like Maternity Allowance;
- entitlement to work-related payments like Statutory Sick Pay.

A salary sacrifice will not necessarily have an impact on entitlement to holiday pay and bonuses, which are usually calculated separately using the previous higher rate of pay.

A fuller explanation of the potential impact on benefit entitlement should be obtained from http://www.hmrc.gov.uk/specialist/salary_sacrifice.pdf

6.3 Withdrawing from a Cycle to Work Arrangement

The consequences for withdrawing from the Cycle to Work scheme will depend on the terms of the agreement for the loan of the equipment. This is a matter for the employer and employee to agree, particularly where the employee has agreed to a salary sacrifice in exchange for the loan of the cycle and or cyclists' safety equipment.

The employer should clearly communicate the terms of the agreement to employees prior to their signing a Cycle to Work agreement. Particularly if, should they leave the employment for any reason during the period in which they are sacrificing their salary for the loan of cycle and cyclists' safety equipment, the employer may require the employee to pay compensation. This compensation may be to the extent that the employer's costs have not been offset by the non-completion of the term of the salary sacrifice arrangements.

7) VAT

Where an employer purchases or leases cycles and cyclists' safety equipment, VAT will be incurred on the cost, barring crash helmets which are zero rated, at the point of purchase or on leasing payments for that equipment. Where the equipment is for use in a Cycle to Work scheme for employees, HMRC accept the VAT incurred is for the purpose of the business of the employer and may be treated as input tax, subject to the usual rules on VAT recovery.

Until July 2011 HMRC accepted that, for a bicycle provided under a salary sacrifice scheme, the reduction in the employee's salary did not constitute consideration for the bicycle and output tax was not due. However, following a judgment of the Court of Justice of the European Union HMRC changed its view and, therefore, for salary sacrifice agreements entered into on or after 28 July 2011 VAT will be due on the amount of salary forgone in respect of the bicycle.

If at the end of the salary sacrifice period the employee is given, as part of a separate agreement, an option to purchase the equipment and they choose to do so, then any charge made will be liable to VAT.

For fuller guidance on VAT, please refer to HMRC website <http://www.hmrc.gov.uk> or contact HMRC National Advice service on 0845 010 9000.

8) Can the employee keep the cycle at the end of the loan period?

There should be no automatic entitlement for the employee to take ownership of the cycle and cyclists' safety equipment at the end of the loan period. If the loan agreement (technically a hire agreement under the Consumer Credit Act 1974 (CCA)) allows for ownership of the cycle and cyclists' safety equipment to pass to the employee upon the exercise of an option, the doing of any other specified act by either party to the agreement, or the happening of any other specified event, the resulting agreement is likely to be a hire **purchase** agreement in which case the tax exemption available for a loaned cycle may not be available. Furthermore, the employer may need to obtain a standard consumer credit licence from the OFT to enter into such an agreement since it would not be covered by the Cycle to Work group licence.

However, at the end of the hire period, the employer may choose to give the employee the option to purchase the equipment under a separate agreement. Typically this would be offered at substantially less than the original value of the equipment, but to prevent a taxable benefit in kind arising as a result of the transfer of ownership the employee must pay the employer the full market value of the equipment. In order to simplify valuation HMRC will accept an optional simplified approach to valuing cycles sold to employees after the end of a loan/salary sacrifice period. Details of this optional approach are included in HMRC's guidance at EIM21667 and EIM 21667a.

No tax relief is available to the employee for the purchase so, where the price is recovered from salary, it must be deducted from their net salary.

VAT will also be payable on the purchase price by the employee on the supply by the leasing company or the employer as owner of the equipment.

Where the employer has claimed capital allowances on the original capital expenditure any sums received for the sale of the cycle or cyclists' safety equipment must be brought into account as disposal proceeds in the main capital allowances pool.

Alternatively, the employer may wish to allow their employees to continue to use the cycles and cyclists' safety equipment you have supplied after the initial loan period has ended, without transferring ownership. As long as the employee continues to meet the conditions of the tax exemption (see section 4 above) no tax charge will arise.

For fuller guidance on transfer of ownership, you may wish to refer to EIM 21667, EIM 21667a and EIM21650 in the Employment Income Manual, available via the HMRC website: <http://www.hmrc.gov.uk/manuals/eimanual/EIM21601.htm>.

9) Consumer Credit Law

The view of the OFT is that an agreement for the loan of a cycle or cyclists' safety equipment under a Cycle to Work scheme, whether or not coupled with a salary sacrifice arrangement, is a regulated agreement under the CCA. Help and advice on the CCA for individual businesses are available from Local Authority Trading Standards Services.

9.1 Consumer Credit Licence

Any employer entering into the scheme will need the cover of a consumer credit licence. In order to facilitate the scheme the OFT has issued a group consumer credit licence designed to cover employers setting up Cycle to Work schemes so that employers need not apply individually for credit licences for this purpose. Employers will be covered by the group licence so long as they are undertaking activities within its terms. The group licence covers only consumer hire business, (not the making of hire-purchase agreements - see section 9.3 below) for the purpose of providing employees with bicycles and or bicycle equipment up to the value of £1000, including VAT and not taking into account any income tax exemption under an employee benefit scheme, that is, the market price the employer pays or seeks to recover from the employee by way of hire charges.

If employers also undertake regulated business other than that described in the group licence or wish to offer packages in excess of £1000, they will need to obtain a standard consumer credit licence to cover that business. The Cycle to Work Group Credit Licence can be seen at http://www.offt.gov.uk/shared_offt/business_leaflets/credit_licences/c2w-licence.pdf

It may be appropriate for an employer to consider making a reasonable adjustment to the value of a cycle package (i.e. a cycle and safety equipment) that it offers to one of its employees. It may wish to offer a package the value of which is above that normally permissible under a Cycle to Work Scheme under circumstances in which the employee has specific needs that require a specialist cycle and/or safety equipment. We would expect this to normally be limited to cases where an employee has a recognised disability for the purposes of the Equality Act 2010³ or is outside of the height range covered by standard cycles and therefore physically unable to use them. Under such circumstances, in the absence of the employer making such a reasonable adjustment, an employee could find himself being excluded from access to the scheme⁴.

³ For the purposes of section 6 of the Equality Act 2010, a person has a disability if he has a physical or mental impairment and the impairment has a substantial and long-term adverse impact on the person's ability to carry out normal day-to-day activities.

⁴ It is at the discretion of the employer to consider what reasonable adjustments it may consider appropriate under these types of circumstances'.

Under these circumstances, the employer should, where possible, seek a minimum of three quotes from appropriate cycle providers. If the employer is unable to find a quote for £1,000 or under, it may wish to consider purchasing the cycle and/or safety equipment for the employee at a total cost of over £1,000, but limiting the amount that it subsequently seeks to recover from the employee via a hire scheme to a maximum of £1,000. This is because a £1,000 limit is placed on the total cost of any individual hire agreement that can be entered into between an employer and an employee under the Cycle to Work Scheme hire arrangements permissible under the cover of the group consumer credit licence granted by the OFT to cover such agreements. The OFT takes a risk-based approach to consumer credit licensing and it considers that group licences are only suitable to cover low value hire schemes (where the risk of any resultant consumer detriment is relatively low) and that if an employer wished to enter into a hire agreement with an employee for an amount above £1,000, it would be more appropriate for the employer to apply for an individual standard licence from the OFT covering the category of 'consumer hire'⁵.

9.2 Setting up the Agreement

To be eligible for the tax exemption available for loaned cycles and cyclists' safety equipment and to comply with the CCA, the agreement must be a hire agreement and NOT a hire purchase agreement. Guidance on the form and content of the consumer hire agreement are available on the OFT's website⁶.

An employee has a unilateral right to terminate the hire agreement after 18 months under s.101 of the CCA. Notice of termination may be given to the employer before that point but the minimum period of notice must be either 3 months or 1 interval of payment, whichever is the shorter. These agreements may only be terminated before 18 months if the hire contract provides for this. Employees leaving the scheme early will be liable for any outstanding payments.

Whilst employers may apply to the OFT for an exemption from the statutory right to terminate the agreement at 18 months, employers are advised that the OFT's view is that s.101 provides an important protection for consumers, and it will not usually be in the hirers' interest to be tied to an agreement in this scheme for more than 18 months.

9.3 Not Hire Purchase - dealing with what happens to the cycles and cyclists' safety equipment at the end of the hire period

Under a salary sacrifice scheme it is open to employers to sell ex-rental equipment. It is recognised that employers will often wish to do this, because it makes the scheme more attractive to employees. However, in order to obtain the benefit of the tax exemption the employers must not suggest that either the employee or any other person will later have the option to buy the equipment they have hired. Moreover, if the employer states that the employee will or may have this option, then the agreement will fall within the definition of hire purchase in section 189 of the CCA and may not attract the tax benefit. In addition, these agreements will fall outside the scope of the group licence and without the cover of a credit licence the employer may

⁵ http://www.of.gov.uk/shared_of/business_leaflets/credit_licences/of147.pdf

⁶ http://www.of.gov.uk/advice_and_resources/resource_base/legal/cca/agreements/

commit a criminal offence. The employer may at a later date exercise a discretion to sell to the employee.

We therefore advise employers that they can indicate in accompanying literature that ex-rental equipment may be sold for market value **but they should make it clear that they cannot commit themselves to doing so, either to the hirer or to his nominee. Any subsequent sale must be pursuant to a separate agreement, entered into after the conclusion of the hire agreement.**

Ultimately only a court can decide whether the agreement is hire or hire purchase.

9.4 Cancellation Rights

In addition to the employees' rights to termination provided by section 101 of the CCA, a regulated consumer hire agreement may also be subject to a statutory cooling off period. The agreement will be cancellable if oral representations are made to the employee by the employer and the agreement is subsequently signed away from business premises. In such circumstances the agreement is subject to additional formalities. The rules in relation to agreements cancellable in this way can be found in sections 67 to 73 of the CCA.

An employee may also have the benefit of additional cancellation rights provided by the Consumer Protection (Distance Selling) Regulations 2000 (the Distance Selling Regulations). If the contract for the hire of the cycle or cyclists' safety equipment makes use of distance communication up to and including the moment at which the contract is concluded, then the Distance Selling Regulations may apply, for instance, if the contract is sent to the employee by post for execution or information about the scheme is relayed by telephone or electronic means and there is no face to face contact between the parties - see OFT guidance for details.

9.5 Advertising Requirements

The advertising of the scheme by the employer to the employee must comply with the advertising regulations made under the CCA. The requirements for the advertising of consumer hire agreements are detailed in the Consumer Credit (Advertisements) Regulations 2010 and some guidance on the Regulations can be found on the web-site of the Department for Business, Innovation and Skills at <http://www.bis.gov.uk/assets/biscore/consumer-issues/docs/r/10-1072-consumer-credit-directive-quick-guide>

The Consumer Protection from Unfair Trading Regulations 2008 (CPRs) implement the Unfair Commercial Practices Directive into UK law. The CPRs go beyond the hire aspect of the advertisement and contain a general prohibition on unfair commercial practices including prohibiting advertising that may mislead by either act or omission.

9.6 Under-18s

Employers may not wish to enter into consumer credit /hire agreements with employees under 18 because of the law relating to contracts with minors. In such a case it is possible, however, for an adult to act as a guarantor.

10) Authorisation of a Cycle to Work scheme

A Cycle to Work scheme that takes advantage of the 1999 tax exemption does not require the prior approval of HMRC. Similarly, prior approval by HMRC is not required where salary sacrifice arrangements are used to offset cost. However, once a Cycle to Work scheme is in place an employer might want to check with HMRC that tax and NICs do not have to be accounted for on the amount sacrificed.

HMRC will advise on the tax and NIC consequences of a salary sacrifice scheme only after it has been put in place. Employers may wish to run a small pilot and get HMRC advice on its consequences prior to full roll-out. This may be particularly valuable for an organisation looking at a large-scale implementation. Salary sacrifice is a matter of employment law, not tax law. The nature of an employee's contract is a matter for the employer and the employee. However, since such arrangements necessarily affect the contractual rights of both parties, they would be well advised to obtain professional advice on whether the proposed arrangements achieve the desired result. Further details can be obtained from: http://www.hmrc.gov.uk/specialist/salary_sacrifice.pdf

11) How long does a Cycle to Work scheme have to run for?

There is no fixed time period for which cycles and cyclists' safety equipment must be loaned under a Cycle to Work scheme. Similarly, there is no fixed time period for which a salary sacrifice scheme must run where one is used to offset the cost of loaning the cycle and cyclists' safety equipment.

If the salary sacrifice is ineffective (see chapter 6), tax and NICs will be payable on the pre-sacrifice salary. The loan period may be agreed at the outset between the employer and employee and the salary sacrifice agreed to run for the duration of the loan. At the end of the loan period the employer and employee may agree to revert to the pre-sacrifice salary.

If a salary sacrifice arrangement is to be in place for longer than 18 months an employee has the right to terminate that arrangement early at any point after the first 18 months has expired. Employers wishing to obtain an exemption from the statutory requirement that enables employees to take this course of action must apply to OFT for a derogation order (see section 9.2 above).

12) Insurance

Employers and employees need to consider insurance. Even though employers own the cycles and safety equipment, it may be more practical for the employee to have the cycle covered under their own house and contents insurance as long as they advise their insurer that their employer has an interest in the cycle. Alternatively, the employer may consider adding them to their insurance agreement with their own insurers. This needs to be determined and set out in the agreement between the employer and the employee.

13) Mileage Allowance

Employers can pay up to 20 pence per mile tax free to employees who use their own cycles for business travel. Journeys between home and work are not business travel for this purpose.

Any employee considering joining a Cycle to Work scheme will need to consider whether they would prefer to use their own cycle and be able to claim up to the 20p per mile tax free for any business miles they travel, as opposed to having a cycle loaned to them by their employer.

Employees cannot claim the 20p per mile tax-free mileage allowance for business travel if they use a cycle loaned to them by their employer.

14) Encouraging More Cycling to Work

The Cycle to Work tax efficient scheme should be seen as part of a series of measures to promote healthier journeys to work and to reduce environmental pollution by making cycling more attractive.

However, there still may be a number of barriers for employees who would like to cycle to work. It might be the need for suitable parking facilities or somewhere to shower and change; it might be a lack of confidence on the road or knowing the most appropriate routes - some employees may not have been on a bike since their school days.

The Department for Transport has subsequently launched the Cycle to Work Guarantee to encourage more employers to overcome these barriers by signing them up to:

- Secure, safe, and accessible bike parking facilities for all staff who want them;
- Good quality changing and locker facilities for all staff who want them;
- Offset the cost of cycling equipment and save on the tax through the 'Cycle to Work scheme';
- Bike repair for cyclists on or near site;
- Inspiring - training, reward and incentive programmes to achieve targets for more cycling.

Further information is available at: <http://www.cycletoworkguarantee.org.uk/>.



APPENDIX TP5

[Cycling homepage](#)

[News](#)

[Events](#)

[Hubs](#)

[Training](#)

[Journey planner](#)

[Maps](#)

[Toolbox](#)

[Your area](#)

[Commuting](#)

FREE adult cycle training

Whatever your level, we can help you get the best from your bike

We offer a choice of two FREE courses, led by expert instructors, to get you up to speed



Learn to Ride training

If it's been a while since you've ridden a bike, or maybe you've never had the chance to try, Learn to Ride is the course for you.

Held in accessible, local venues across Greater Manchester, Learn to Ride courses are led by a qualified instructor and teach the basics of the bike. You'll be trained in a group of people of a similar ability. We provide bikes and helmets, but you're welcome to bring your own if you prefer.

Over two hours you'll learn:

- Things you should check before each ride
- Getting on your bike, balancing and getting off again
- Starting and stopping
- Using the bike's gears
- How to look, signal and turn
- Steering your bike and stopping quickly if you need to

[Book your place on a course in your area here.](#)

If you can't find a course near you please email us at cycling@tfgm.com and we'll let you know when we'll next be in your area.

Read about people just like you who've been on one of our cycle training courses:

"We think this is a fantastic course and we would recommend it to other people!"



Learn to Ride

"I got some important pointers on making myself more visible."



On the Road