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Redevelopment and extension of Premier House

Premier House, Renaissance, Deansgate, Manchester

Site Wide Travel Plan Framework

Prepared on behalf of:

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1.0 INTRODUCTION

1.1 Development Scheme and Planning Context

1.1.1 The Site Wide Travel Plan Framework has been prepared by Focus Transport Planning (Focus TP) on behalf of Property Alliance Group Ltd (PAG) and Starwood Capital Group (SCG) to support a full planning application for the redevelopment and extension of Premier House, which has been long term vacant, to deliver high quality new workspace with retail/ leisure uses at ground floor level, fronting Deansgate.

1.1.2 The location of the development site is illustrated in **Figures TP1 & TP2** to this report, with a site plan for the scheme provided in **Appendix TP3**.

1.1.3 The planning application for the office refurbishment and extension scheme is supported by a Transport Statement (Focus report ref: J000229-TS01) which considers the key travel and transport impacts of the application proposals on the immediate local transport network. The Transport Statement includes for a review of site accessibility, site connections & servicing, 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 a Travel Plan.***
>
> ***Based on the review of issues set out in this report, Focus TP would have no hesitation in commending the scheme to the Council with respect to highways and transport considerations."***

1.1.4 This document represents a framework for the development, implementation and operation of a Travel Plan for the proposed office and retail/leisure redevelopment to build on the main sustainable development principles of the application proposals and to encourage / maximise travel to the site by alternative travel modes to the private car. The Travel Plan will be adopted on a 'site-wide' basis

for the Premier House redevelopment scheme, including for a Travel Plan Manager (TPM) role to manage travel requirements for all site tenants.

1.1.5 This document represents the approach to be adopted for the delivery and operation of a Site Wide Travel Plan for the redevelopment site. The Travel Plan sets out the main sustainable development principles associated with the application scheme and those operational measures to be implemented at the site to maximise the number of trips undertaken by alternative travel modes to the private car.

1.1.6 Due to the nature of the retail/leisure element of the site which would result in predominantly pass-by / linked trips with the wider Renaissance hotel complex / other city centre uses, it is considered most appropriate for this Travel Plan to focus on promoting sustainable travel choices amongst staff at the site.

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 and 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 simply prefer to travel on foot, cycle or public transport. Travel Plans can be developed either specifically to address issues associated with individual buildings or development 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 delivered specifically at the Premier House redevelopment site, with the principal aim being:

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

1.2.3 PAG & SCG are committed to promoting sustainable transport solutions where appropriate and practical. It is within this context that this Travel Plan is produced.

1.3 Travel Plan Policy / Guidance

1.3.1 Travel Plans are secured through a policy framework that extends from the national through to local level when dealing with new development proposals. Key Travel Plan policy and guidance relevant to the application scheme is set out in the following paragraphs.

National Policy / Guidance

1.3.2 Guidance on transport assessment, 'Travel plans, transport assessments and statements in decision-taking' contained within National Planning Policy Framework (NPPF - available within the Planning Practice Guidance Suite at http://planningguidance.planningportal.gov.uk/), states that "all developments that will generate significant amounts of movement should be required to provide a Travel Plan" (NPPF para 111) and that a Travel Plan should "identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate" (NPPG – Travel Plans, Transport Assessments and Statements). NPPG also notes that "Travel Plans should, where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation".

1.3.3 For best results, the guidance suggests that the initial focus should be on establishing the outcomes required from a Travel Plan and working from this, to develop a range of measures at the site that can then be identified and agreed as the best way of achieving objectives. Measures are likely to include both incentives, and controls, in order to encourage changes in travel behaviour.

1.3.4 This Travel Plan Framework therefore concentrates on those measures that can be developed at the Premier House redevelopment site and is designed to integrate with general aspirations for encouraging more sustainable travel, with the principal objective of the Travel Plan being to minimise the need to travel to the redevelopment site by the private car, particularly single occupancy trips and to provide opportunities for travel by more sustainable travel modes.

1.3.5 It should be noted that historical transport guidance contained within the now withdrawn DfT document 'Guidance on Transport Assessment' set out thresholds for development, above which Travel Plans should typically be considered as a supporting measure. This document identified that Travel Plans are typically only required to be produced for B1 development in excess of 2,500sqm GFA (Gross Floor Area), non-food retail in excess of 1,500sqm and restaurants and cafes in excess of 2,500sqm. Whilst total development floorspace at the application site is in excess of these guideline thresholds, none of the individual units proposed at the application site would exceed these thresholds. It is therefore considered most appropriate for any Travel Plan for the scheme to be prepared and implemented on a site-wide basis, rather than requiring occupiers of individual units to prepare and implement their own Travel Plan document.

1.3.6 This Travel Plan sets out the overarching principles for encouraging sustainable transport for journeys to / from the redevelopment site, and defines core Travel Plan responsibilities for the site developer and tenants.

Local Policy

1.3.7 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 Addressing the Challenge of 'Speculative Development' and Future Multi-user Occupation

1.4.1 The existing Premier House office accommodation is vacant, and future prospective users have not yet been identified. The scheme therefore represents a predominantly 'speculative' development, which is anticipated to operate with a range of future tenants.

1.4.2 DfT best practice guidelines specifically identifies the challenge of preparing a Travel Plan for speculative development sites and sets out a clear two stage methodology for securing a successful plan. Such a two-stage approach is designed to ensure that;

- ***Base 'physical' site design measures that are currently / will be available on site prior to the opening of the refurbished / extended office accommodation / retail units to provide immediate opportunities for sustainable travel;***

- ***Additional supporting 'operational' measures will come on stream once tenants are established on the site, with initiatives tailored to each tenant in subsidiary Travel Plans.***

1.4.3 This 'Framework Document' is designed to outline those base physical Travel Plan measures that are currently available / will be provided to support initial site occupation and to identify a methodology by which the further 'operational' measures may be investigated and ultimately included within a refined Travel Plan produced post-occupation. As identified in paragraph 1.3.5 it is ultimately

considered that there will not be a requirement to produce subsidiary Travel Plans, noting that individual units/suites would fall below the general threshold for the requirement of Travel Plans (i.e. in excess of 2,500sqm for office / 1,500sqm for non-food retail).

1.5 Opportunities for 'Opting Out'

1.5.1 Notwithstanding the above, many larger organisations in the UK already promote Travel Plans and associated initiatives for their staff and it is anticipated that some tenants may wish to promote company wide initiatives. It is possible that such initiatives could exceed the package of operational measures set out within this Framework document. In such cases it is anticipated that individual companies on-site could 'opt out' of the Travel Plan based on this framework document - providing that this is agreed with the Local Planning and Highway Authority (MCC).

1.5.2 'Opting out' will only be acceptable should an alternative Company Travel Plan be available for review by the LPA / LHA and determined to be appropriate for implementation. Such occupiers will still be required to make their staff travel database available to the LPA and liaise and participate with Travel Plan Manager to ensure that the successful implementation of Travel Plan measures can be achieved and that opportunities for the sharing of initiatives are maintained.

1.5.3 Any company wishing to 'opt out' of the site wide Travel Plan presented in this Framework Document will be required to submit an alternative plan to MCC at least one month before occupation at the Premier House redevelopment site. Alternatively, a company may adopt the site wide Travel Plan at an initial stage and then seek to 'opt out' at a later date. Again, any such 'opt out' would need to be formally agreed with MCC.

1.6 Travel Plan Structure

1.6.1 In light of the national and local Travel Plan policy / guidance outlined above, it is proposed that this Travel Plan is developed via a pyramid framework of measures and actions. The principles of this Travel Plan pyramid approach are illustrated in

Figure TP3, with DfT guidance noting that the process should be built 'from the ground up', with each new layer building on the last.

1.6.2 In order to satisfy the general objectives / benefits identified within key guidance documents, three distinct areas for action have been identified to be pursued within this Travel Plan:

- 'Physical' travel measures to be provided on-site by the developer;
- Tailored day-to-day 'operational' measures to encourage the take-up of sustainable travel options;
- Future management and monitoring of the implementation and take-up of Travel Plan initiatives.

1.6.3 The remaining sections of this report therefore consider the following matters, which are designed to build towards the identification of an effective Travel Plan approach for the Premier House redevelopment site:

- Review of site location & accessibility audit;
- Description of the proposed development;
- Key action framework for the delivery of the Travel Plan;
- Details of plan administration;
- Assessment of travel behaviour;
- 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. This section of the Travel Plan report effectively 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 baseline level of accessibility by sustainable modes of transport.

2.2 Site Location and Existing Conditions

2.2.1 The strategic and local context of the application site land is illustrated in **Figures TP1 & TP2** to this report. These plans show the proximity of the application site to the local main road routes of the A56 Deansgate and the Manchester Salford Inner Relief Route (MSIRR) incorporating Trinity Way, A57(M) Mancunian Way and Great Ancoats Street.

2.2.2 The application site forms part of the wider Renaissance hotel complex, which is located at the northern end of Deansgate in Manchester City Centre. The wider site is situated between Deansgate (A56 to the east, Blackfriars Street to the south, Victoria Bridge Street to the north and the River Irwell to the west. Both Victoria Bridge Street and Blackfriars Street cross the River Irwell immediately adjacent to the application site.

2.2.3 The Renaissance complex currently comprises a vacant 15-storey, 203-bedroom hotel building, an underground multi-storey car park with 360 spaces (currently operated by MCC), a dilapidated former office building (Premier House) which provides 6.308sqm GIA office accommodation/retail/leisure units and is currently vacant. Premier House in its existing form is significant in scale with a long but unattractive frontage which does not allow for any interaction with Deansgate. The northern half of Premier House as existing, including the existing ramp and canopy to Deansgate, are proposed for demolition by the Applicants. A separate

application has been submitted for these works. The part retained Premier House building is to be redeveloped and extended to form new office/retail/leisure floor space.

2.2.4 Access to the former retail/leisure units is via a wide footway which ramps up from street level on the corner of Deansgate and Blackfriars Street, reaching first floor level at the north of the site on the corner of Deansgate / Victoria Bridge Street. This ramp additionally provided access to a footbridge over Deansgate linking Premier House to the former site of Shambles Square.

2.2.5 Existing service vehicle access to the site is via a simple 'entrance only' priority junction located along the Deansgate site frontage. Service vehicles enter the site from Deansgate, travel though the site following a one-way route before joining the exit lane from the underground multistorey car park to emerge onto Blackfriars Street.

2.3 Available Sustainable Transport Connections

2.3.1 The proposed redevelopment of the application site would need to adhere to key planning and transport related sustainability objectives set out in national and local planning policy, viz:

- Reducing the need to travel, especially by private car;
- Ensuring accessibility to a range of sustainable travel options.

2.3.2 The application site is considered to enjoy a number of locational characteristics which would assist in encouraging trips to / from office/retail/leisure development to be made by a range of sustainable alternative travel options to the private car. The site is located within a short walk of a wide range of existing public transport connections and its highly sustainable city centre location means that it lies within an easy walking and cycling distance of city centre residences as well as a range of everyday local facilities such as shopping and leisure destinations – with the majority of these services & facilities being linked by high quality walk / cycle routes.

2.3.3 Furthermore, many trips to / from the proposed land uses by employees / customers are likely to comprise long distance journeys by public transport to / from home origins and walk / public transport trips around the city centre.

2.3.4 The nature of local sustainable transport connections available within the immediate catchment of the application site are summarised in the paragraphs below.

Access to Public Transport

2.3.5 The application site provides excellent accessibility to bus, Metrolink (tram) and rail networks by virtue of its location. Current planning guidance recognises 400m 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.

2.3.6 Bus stops are located immediately adjacent to the site on both Blackfriars Street (Stop NC) and Deansgate (Stop ND) (see **Figure TP4** to this report). These stops are served by a range of high frequency services during the core daytime period (07:00 – 09:00) providing access to key local destinations to the north and west of the city centre such as Eccles, Prestwich and Bury.

2.3.7 The application site is also located just over 500m walk from Shudehill bus and coach interchange, one of the main bus stations in Manchester City Centre providing additional frequency services to a wide range of destinations across Greater Manchester and beyond (see **Figure TP4** for further information).

2.3.8 A summary of the frequency of local bus services set out in **Table TP2.1** below.

Table TP2.1: Bus Services Available from Local Bus Stops

Service	Route	Mon-Fri / Sat / Sun Daytime Frequency
Blackfriars Street – Stop NC		
10	Shudehill - Pendleton – Weaste – Salford Royal Hospital – Eccles – Brookhouse Estate	12 min / 12 min / 20 min
67 / 67A	Shudehill – Pendleton - Eccles – Peel Green - Irlam - Cadishead	20 min / 20 min / 30 min
92 / 93	Shudehill – Kersal – Prestwich – Unsworth - Bury	20 min / 20 min / 30 min
97	Shudehill – Broughton – Prestwich – Unsworth – Fishpool – Bury	30 min / 30 min / 30 min
98	Shudehill – Broughton – Prestwich – Radcliffe – Starling – Bury	30 min / 30 min / 30 min
100	Shudehill – Eccles – Trafford Centre – Irlam – Hollins Green - Warrington	20 min / 20 min / 30 min to Trafford Centre but hourly to Warrington)
Deansgate – St Mary's Gate northbound (NB0397)		
3	Manchester Piccadilly, Oxford Road, Deansgate & Victoria Rail Stations – Spinningfields - Shudehill (free City Centre bus)	20 min / 15 min / No service (1900 – midnight)
8	Salford – Pendleton – Irlams O'th'height – Farnworth – Moses Gate - Bolton	12 min / 12 min / 20 min
Deansgate - St Mary's Gate southbound (SB1255)		
2	Salford – Spinningfields – Manchester Piccadilly Station (free City Centre bus)	10 min / 10 min / 12 min
8	As above	As above
10	As above	As above

2.3.9 **Table TP3.1** identifies that highly frequent connections are available from local stops, providing access to key destinations including Pendleton, Eccles, Prestwich, Bury and the Trafford Centre.

Metroshuttle (Free City Centre Bus Shuttle)

2.3.10 In addition to standard public bus services the application site is also located close to stops served by Route 2 of the Manchester city centre 'Metroshuttle' free mini-bus service (see also **Appendix TP1** to this report). Stops serving Metroshuttle Route 2 are located on Deansgate. Metroshuttle Route 2 operates on a 10-minute weekday and Saturday day time frequency (increasing to 12 minutes on Sunday) and provides connections to key city centre destinations such as Shudehill interchange, Victoria Station Approach, Salford Central Rail Station, Manchester Oxford Road rail station and Manchester Piccadilly rail station.

2.3.11 Route 1 can be accessed via the stop on St Mary's Gate some 140m from the application site. Metroshuttle Route 1 operates on a 10-minute weekday and Saturday day time frequency (increasing to 12 minutes on Sunday) and provides a loop from Manchester Piccadilly through Chinatown and King Street to Salford Central Rail Station and Spinningfields.

Metrolink (Exchange Square)

2.3.12 The application site is also located within 250m walk of the Metrolink (tram) station at Exchange Square. The Exchange Square Metrolink station is directly served by the following routes:

- East Didsbury – Shaw & Crompton
- East Didsbury - Rochdale

2.3.13 Each Metrolink route operates with 10-minute service headways during peak times, with trams beginning to run from approximately 06:00 until midnight Monday to Saturday and 06:00-23:00 on Sundays. A network plan of the Metrolink system is included in **Figure TP5** to this report identifying the connections available from the Exchange Square stop, with a plan of other Manchester City Centre Metrolink stations provided in **Appendix TP1**.

2.3.14 Connections can be made at Victoria Rail Station for other Metrolink lines as follows:

- Bury – Manchester Piccadilly
- Bury – Altrincham
- Victoria – Manchester Airport

2.3.15 Additional connections can be made at St Peter's Square for other Metrolink services:

- Ashton-under-Lyne – Media City / Eccles
- Piccadilly - Altrincham

2.3.16 A high frequency service is provided by the Metrolink system to locations across the Greater Manchester conurbation.

Rail Services

2.3.17 The closest railway station to the application is Victoria Station which is situated circa 500m to the east of the application site. A map of the Great Manchester rail network is in **Figure TP6**. Victoria Rail station facilitates east / west services across the region.

2.3.18 Salford Central Rail Station is located just over 1km to the west of the application site with Manchester Piccadilly Rail Station being circa 1.5km to the south of the application site. These rail stations act as mainline hubs, providing connections towards London, Scotland, Merseyside and other Transpennine destinations.

2.3.19 These rail stations can all be accessed via the free Metroshuttle bus services that operate around the city centre.

**NB - It should be noted that the review of bus, Metrolink & rail service provision in the area surrounding the application site has taken place during the COVID-19 pandemic and, as such, the service provision may have been revised to accommodate social distancing practises / levels of available staffing.*

Enterprise Car Club Opportunities

2.3.20 Enterprise 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, workers and visitors a cost-effective alternative to operating a privately owned vehicle. Each vehicle is available for Enterprise Car Club members to hire out for as little as 30 minutes at a time, with cars available for immediate reservation via an on-line / mobile app based booking system. Vehicles are accessed via a keyless entry system using smartcards.

2.3.21 A fleet of low-emission car-club vehicles are located at numerous dedicated parking bays around the city centre. The application site is equidistant (circa 300m walk) between bays located at St Mary's Parsonage (2 bays) and the Chapel Street QPark car park (1 bay) – see **Figure TP7**.

Accessibility via Walking & Cycling Travel Modes

2.3.22 National planning guidance notes that walking is the most important mode of travel at the local scale, offering the greatest potential to replace short distance car trips of under 2km, with this 2km threshold identified as a suitable walk distance for commuting trips to / from employment destinations.

2.3.23 **Figure TP8** to this report illustrates the extent of a 2km walking catchment from the application site. This analysis demonstrates that virtually the whole of Manchester City Centre lies within a 2km walking distance, including main shopping / leisure areas and key transport hubs including Manchester Victoria, Salford Central, Deansgate and Piccadilly rail stations, Shudehill and Piccadilly Gardens bus interchange and key Metrolink tram stations.

2.3.24 Local main road routes around the application site are characterised by traffic signal junctions incorporating push button pedestrian crossing controls to promote safe pedestrian use.

Accessibility by Cycle

2.3.25 National planning guidance also notes that cycling has the potential to substitute for short car trips – particularly those of less than 5km or which could form part of a longer journey by public transport. The location of the application site allows for practical cycle access to the majority of the built-up area surrounding the city centre reaching to Salford, Whalley Range, Longsight, Harphurhey and Crumpsall to the north as shown on **Figure TP9**.

2.3.26 An extra of TfGM's cycle map is also provided in **Figure TP10** to this report. This plan identifies that the city centre roads are designated as 20mph routes. Routes

with on road cycle provision are identified with traffic free routes being located in the vicinity of the River Irwell. Cycle lanes are present on Deansgate with advance cycle stop lines being available on key routes at the signal junctions.

2.3.27 The proximity of the site to this dedicated infrastructure is likely to encourage cycling access to the site and ensures that cycling represents a potential practical travel option for some local staff journeys.

Accessibility Summary

2.3.28 Overall, it is concluded that the application site represents an excellent location for office/retail/leisure redevelopment, being located within the city centre and within a practical walking distance of local residential areas / cycling distance of the surrounding suburbs. Excellent frequency public transport services (bus, Metrolink & rail) are also available within close proximity of the application site, providing opportunities for further connections both within and outside the Greater Manchester conurbation.

2.3.29 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, thereby managing the overall traffic impact associated with the development.

3.0 REVIEW OF THE DEVELOPMENT PROPOSALS

3.1 Introduction

3.1.1 This section of the report has been prepared in reference to 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 be delivered as part of the application scheme to help promote sustainable travel.

3.2 Development Scheme

3.2.1 The application scheme represents the redevelopment and extension of Premier House to provide high quality business space with new retail/ leisure floorspace at ground floor level fronting Deansgate. The northern area of Premier House as existing, including the existing ramp and canopy to Deansgate, are proposed for demolition by the Applicants. A separate prior application for demolition has already been submitted for these works. The part-retained Premier House will then be subject to redevelopment.

3.2.2 The proposed site layout plan & landscape plans are included as **Appendix TP2** to this report. The proposals incorporate the potential for up to 4,277sqm GIA of development floorspace, to be delivered across a mix of office/retail/leisure units.

3.3 Access Arrangements

3.3.1 The business space will be served via a new reception area off Deansgate, close to the Deansgate / Blackfriars Street junction. The retail/leisure units will all be directly accessed at grade from the Deansgate frontage at street level.

3.3.2 A new service vehicle access is proposed from Deansgate to the existing service yard. Access will be taken immediately north of the retained/redeveloped Premier House building. The existing service yard vehicle access would be demolished as part of the demolition schedule for the northern section of Premier House.

3.4 Car & Cycle Parking

3.4.1 This application scheme does not propose any changes to the underground car park. The existing car parking spaces will be retained and will continue to be operated by Manchester City Council.

3.4.2 The redevelopment of Premier House is therefore effectively being promoted as car free development.

3.4.3 A cycle store is proposed to serve the development scheme, providing parking for 40 cycles.

3.4.4 This proposed parking supply is in excess of Manchester City Council guideline parking standards for office development (1 cycle space per 200sqm) and demonstrates the developer's commitment to promoting sustainable travel for journeys to / from the site. Shower and changing facilities are also incorporated in the site plan to further support cycle access to the site.

4.0 IMPLEMENTATION OF THE TRAVEL PLAN – KEY ACTION FRAMEWORK

4.1 Introduction

4.1.1 This section outlines the method through which the Travel Plan will be developed & implemented, including details of key responsibilities for the developer and future tenants.

4.2 Travel Plan Development

4.2.1 The development and implementation of the Travel Plan for the Premier House redevelopment site is to be undertaken over three key stages. These stages are described in the remaining sections of this document and cover the role of the Site Management Company and appointed Travel Plan Manager (TPM) in overseeing both the effective delivery of the Travel Plan and monitoring the effects of the Plan post occupation of the site.

4.2.2 The remainder of this Travel Plan document will therefore set out the following:

A. Plan Administration, overseen by the Site Management Company and the appointed TPM (in progress), i.e. Tier 3 of the Travel Plan pyramid 'Implementation and development of the Travel Plan';

B. Preliminary assessment of travel behaviour of site users, to be undertaken following initial occupation of the refurbishment / extension scheme (refer to Section 6 for further details of assessment methodology);

C. Formulation and agreement of the Premier House redevelopment site Travel Plan measures (in-progress), i.e. Tier 4 of the Travel Plan pyramid 'services and facilities';

D. Monitoring of the effectiveness of the Premier House redevelopment site Travel Plan and revision where appropriate on a regular basis (to be undertaken on occupation of the site), i.e. Tier 5 of the Travel Plan pyramid 'marketing & promotion, awareness raising, monitoring and review.

4.2.3 **Figure TP11** to this report identifies the key intermediate stages with respect to the implementation programme for the Travel Plan to support the Premier House redevelopment site.

4.2.4 Detailed commitments necessary to promote the successful delivery of the Travel Plan are identified and highlighted via **bold** / <u>underlined</u> text through the remainder of this document.

4.3 Developer Responsibilities

4.3.1 The developers of the Premier House redevelopment site, PAG & SCG, are committed to the implementation and monitoring of this Site Wide Travel Plan. The developers will therefore form / employ a Site Management Company, which will be responsible for implementing and monitoring this Framework Travel Plan.

4.3.2 The Site Management Company will appoint a member of staff as the TPM to oversee the delivery of the Travel Plan and act as a point of contact for all travel related queries by occupiers and users of the development. Full details of the responsibilities of the Site Management Company and TPM in relation to the Travel Plan are set out in Section 5.2 to this report.

4.4 Tenant Responsibilities

4.4.1 Occupiers / tenants will not be required to produce their own individual Travel Plan to support site occupation, but will be encouraged to promote the general sustainable transport principles of set out in this Framework Travel Plan.

5.0 PLAN ADMINISTRATION

5.1 Overview

5.1.1 It is proposed that the delivery of the Travel Plan for the Premier House redevelopment site on behalf of the developers is overseen by the Site Management Company, who will be responsible for the day-to-day administration of this Framework Travel Plan. The Site Management Company will be formed / employed by the developers of the site, and will provide the main role in delivering and maintaining a successful Travel Plan throughout the lifetime of the development. A description of key duties and responsibilities for the Site Management Company / TPM is provided below, along with responsibilities for tenants.

5.2 Site Management Company

5.2.1 The Site Management Company will act as the focus for the delivery of Travel Plan measures at the Premier House redevelopment site and will be responsible for monitoring the effects of its operation.

5.2.2 The Site Management Company will implement this Travel Plan document on a site-wide basis. It is considered that such a coordinated approach to implementation across the entire redevelopment will ensure that the site achieves the key sustainable transport aims of reducing single occupancy vehicle trips to / from the site. A Site Wide approach should also offer benefits of economies of scale - for example, car sharing, bicycle user groups, etc. are known to have greater chances of success when they encompass a wider population.

5.3 Travel Plan Manager

5.3.1 A Travel Plan Manager (TPM) will be appointed to administer the Travel Plan at the Premier House redevelopment site. The TPM role will be key to the delivery of a successful Travel Plan at the site and therefore a suitable person at the Site Management Company would be designated to undertake the required TPM duties.

5.3.2 The TPM role will be established at least two months prior to the occupation of the first development units on-site and will act as the key contact for the development of the Travel Plan measures and the day-to-day operation of the Plan. Details of the TPM will be provided to the MCC Travel Plan Officer.

5.3.3 Once appointed, the TPM will act as the main contact for the Travel Plan and will be responsible for implementing plan measures, involving new site users and monitoring the effects of implementation. Some of the duties and responsibilities of the TPM are set out below:

- Managing the development and implementation of the Premier House redevelopment site Travel Plan;
- Maintaining on-site sustainable travel infrastructure (travel plan noticeboard, cycle parking, showers, changing facilities, etc.) and ensuring that such facilities remain fit for purpose;
- Formulate a 'key contacts' file of appropriate personnel for all businesses at the Premier House redevelopment site and key personnel at relevant local transport and travel organisations such as the Local Planning & Highway Authority, TfGM, Public Transport Operators, etc.;
- Organising Travel Plan 'Welcome' Travel Packs for issue to each new on-site business to promote walking, cycling, public transport and initiatives such as car sharing;
- Creating a car share database and promoting to all site users (potentially via promoting https://carsharegm.com/index.html or https://liftshare.com/uk/community/sharedwheels or an alternative bespoke database);
- Promoting a Bicycle User Group (BUG) which works to look after the interests of existing cyclists and to encourage other site users to take up cycling;

- Encouraging businesses to participate in / promote the DfT Cycle to Work Loan Scheme or similar initiative to on-site businesses. This scheme allows businesses 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);

- Promoting MCC/TfGM's bicycle training opportunities to encourage site users to take up cycling;

- Investigate the potential for discounts on travel passes with local public transport operators and / or promote existing weekly / monthly season tickets.

- Organising Travel Plan Working Group Meetings to share initiatives with tenants located at the Premier House redevelopment site;

- Liaising with TPCs 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;

- Undertake annual/biennial reviews of the Framework Travel Plan, including surveys of staff travel patterns for businesses based at the site (see section 8).

5.3.4 A schedule of duties is provided in **Appendix TP3** to this document. This schedule effectively represents an 'Action Plan' for the development and delivery of the Travel Plan.

5.4 Tenants

5.4.1 The tenants of each office suite / retail/leisure unit of the development will be required to adopt the Travel Plan. The key roles and responsibilities of each tenant will be as follows:

- Obtaining a copy of the Travel Plan Pack from the TPM. The Pack will include information promoting local walking and cycling infrastructure, public

transport services and initiatives such as car sharing, etc. Tenants should liaise with the TPM on a regular basis to ensure that the Travel Plan Pack is up-to-date;

- Monitoring the operation of the Travel Plan and undertaking regular data collection exercises in accordance with the monitoring schedule proposed in Section 8 to this report. The TPMs should provide a suitable questionnaire template document;

- Providing the results of the data collection exercise to the TPM;

- Submitting regular feedback to the TPM;

- Ensuring that new employees are aware of the existence of the Travel Plan (as part of employee induction procedures) – preferably within seven days of beginning work on site;

- Attending Travel Plan Working Group meetings.

5.5 Travel Plan Working Group

5.5.1 A Travel Plan Working Group will be set up by the TPM, with all tenants invited to attend. Meetings are anticipated to act as a forum for the discussion of Travel Plan issues and assist in the administration of individual Travel Plan measures such as a site wide car share database or travel card discounts.

5.5.2 **Meetings will be undertaken on a six-monthly basis for the first two years post initial site occupation.**

6.0 ASSESSMENT OF TRAVEL BEHAVIOUR

6.1.1 It is important that, where possible Travel Plans are tailored to meet the specific operational requirements of site tenants – 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 the reference to information on 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.

6.1.2 At this stage, however, the existing site is mostly vacant and final end users of the site are still to be identified. Suitable existing travel data will not be available until occupation.

6.1.3 **On this basis it is proposed that a travel survey of staff is undertaken within 6 months of initial occupation of the Premier House redevelopment site or when two thirds of all development space is let (whichever is sooner). Additional surveys of those companies moving to the site post the initial full survey should be carried out within 6 months of their opening.**

6.1.4 **Travel surveys should be carried out on the basis of a detailed questionnaire provided by the TPM.** A sample staff travel survey is attached as **Appendix TP4**. The final form of the questionnaire should be agreed with the Local Planning Authority prior to the survey exercise being undertaken. Further travel surveys should be undertaken annually/biennially for the first 5 years of operation of the plan in accordance with the Travel Plan monitoring schedule (see Section 8).

6.1.5 **The travel surveys will be organised by the TPM (in conjunction with the tenants) 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 GDPR Data Protection Act. Full staff postcodes will not be stored within the database for security reasons, with only the first four digits being utilised.

6.1.6 **The TPM 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. The TPM will liaise with tenants on a regular basis to assist in maintaining the database.**

6.1.7 The staff database will be updated regularly in line with an agreed monitoring programme. 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 outlines those physical and operational measures to be implemented at the Premier House redevelopment site.

7.1.3 **The measures proposed within this document represent a package of initiatives that will be progressed for implementation by the TPM to support initial occupation of the Premier House redevelopment site. Many of these measures will subsequently be tailored to reflect site user requirements following occupation of the development, as informed by regular monitoring of site employees.**

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 by the site developer as part of the delivery of the scheme;
- Tailored operational Travel Plan measures - which would be introduced / promoted site-wide 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 Premier House redevelopment site identifies a number of key 'physical' transport measures that will be provided on site prior to occupation by the end users as part of each development unit. These measures

relate to general transport facilities that will be common to all development units and are as follows:

- Provision of pedestrian connections from the local highway network, including new pedestrian access to Deansgate to serve the ground floor retail/leisure units;

- Provision of suitable levels of secure & covered cycle parking and associated signs within the curtilage of the redevelopment site;

- Provision of changing areas and lockers within each office suite / retail/leisure unit to support staff access by walking and cycling;

- Provision of basic food preparation areas within each office suite / retail/leisure unit to avoid staff needing to travel off site during main break periods;

- Encouraging each business to provide their own Travel Plan noticeboard within communal staff areas 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 TPM 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 TPM. 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;

- Opportunities to Reduce the Need to Travel

Improving Information and Raising Awareness

7.3.2 **Information discussed under each heading of this section should be promoted via a Travel Plan Pack to be offered to all site tenants.** The pack should be collated by the TPM and provided to each new business on site for circulation amongst all employees and visitors as applicable. It is recommended that the pack is displayed within communal area, such as the lobby area. It is anticipated that this pack will be a useful tool in the promotion of the Travel Plan and would comprise:

- Short introductory note to accompany the Travel Plan Pack to explain why the Travel Plan has been produced, its objectives and details of key contacts, including the TPM;
- Details of journey planning tools, such as (https://tfgm.com/plan-a-journey or www.traveline.info);
- Greater Manchester cycle map & details of local cycle training opportunities
- Details of the site car share scheme / Enterprise Car Club;
- 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.

7.3.3 **Information within the Travel Plan Pack should be regularly checked and updated by the TPM.**

Encouraging Increased use of Public Transport

7.3.4 Public transport services using local stops can potentially be made more attractive to staff at the Premier House redevelopment site through the provision of increased information, highlighting cheaper / convenient ticketing arrangements and promoting opportunities for improved connections.

7.3.5 It is the responsibility of the TPM to ensure that the Travel Plan pack contains appropriate levels of information to encourage use of local public transport services and issue to each tenant for circulation amongst all staff and visitors. Details of key information services such as the TfGM website for access to online public transport information (www.TfGM.com), online bus journey planners (e.g. www.traveline.info, National Rail website for on-line rail journey planner (www.nationalrail.co.uk) and live train departure board information for Victoria Station (https://www.greatnorthernrail.com/travel-information/plan-your-journey/live-departures-and-arrivals) should be made available on the Travel Plan noticeboard.

7.3.6 **Provision of further information to site users regarding the Traveline phone service (0871 200 2233) for up to date 'real time' travel information and advice.**

7.3.7 **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).**

7.3.8 **The TPM will liaise with local public transport operators and TfGM to ensure that all public transport information provided on-site is up to date.**

7.3.9 **The TPM will also liaise with local public transport operators, TfGM and other TPCs within the local area to investigate opportunities for publicising opportunities for more convenient arrangements for the purchase / renewal of season tickets or mobile phone-based ticketing arrangements.**

Encouraging Increased use of Walking and Cycling

7.3.10 **Provision of information / maps about the local footpath network and local shops and services within a suitable walking catchment of the Premier House redevelopment site within the Travel Plan pack.**

7.3.11 **Provision of information regarding the health benefits of walking and cycling within the Travel Plan pack**, such as details of the 'Walking the Way to Health' initiatives and direction to key information sources such as **www.sustrans.org.uk**, etc.

7.3.12 **Promotion of the 'Walkit' (http://walkit.com/cities/manchester/) pedestrian journey planning website for journeys to local destinations within Manchester City Centre.**

7.3.13 **Encouragement of businesses at the Premier House redevelopment site to participate in 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 TP5 to this report.**

7.3.14 **The TPM should seek to negotiate staff discounts on cycle related purchases with local cycle shops.**

7.3.15 **Promotion of events** such as National Bike Week where commuters are encouraged to leave their cars at home and try cycling.

7.3.16 **Provision of details of local cycle training courses operated by TfGM and partners, to site users** (see **Appendix TP6**).

7.3.17 **Provision of information concerning the health benefits of cycling.** The TPM should also direct site users to other key cycling information sources such as www.cycling.tfgm.com, www.bike2work.info, www.sustrans.org.uk, www.loveyourbike.org, etc.

7.3.18 **Investigate the potential for 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.

7.3.19 **Provision of incentives to encourage staff to cycle to work at the site, such as providing a free breakfast for those who cycle to / from the site during National Bike Week and sponsored equipment (such as fluorescent bibs / clip lights / reflectors, etc).**

Encouraging Efficient Car Use

7.3.20 **Promotion of the city centre Enterprise Car Club scheme and the details of car pick / up drop off locations within a local walking distance of the development site.**

7.3.21 **Organising a site wide car share scheme and promotion to all on-site businesses for all staff based at the site.** It is considered that all site users will benefit from a site wide database of potential car share partners based at the site and organised by the TPM. The scheme could be based on a matching service organised by directly by the TPM or via registering the Premier House redevelopment site as a Private Group at the Car Share GM website (www.carsharegm.com/). Site users 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 / on the way to named destinations, etc.

Opportunities to Reduce the Need to Travel

7.3.22 Improvements in technology will allow for some tasks to be undertaken without the need to travel to the workplace or directly attend meetings. In addition, modern working practices often allow for flexible working to avoid the need for staff travel during peak periods. Some of these advancements could be employed by site occupiers at the Premier House redevelopment site. Clearly the TPM can only have limited influence in encouraging the use of such measures, as individual site tenants will have different operating regimes and may not be able to offer flexible working opportunities.

7.3.23 The TPM will therefore encourage tenants at the site to consider key target areas such as those set out below:

- Reducing the overall need to travel for business purposes;
- Reducing overall business mileage required per person;
- Encouraging more sustainable business travel by providing options to use alternative travel modes to the private car.

7.4 Plan Implementation

7.4.1 The development of the Travel Plan at the redevelopment site will be funded and operated by the Site Management Company.

7.4.2 Measures identified within sections 7.2 and 7.3 to this report should be available at the date of first occupation Premier House redevelopment site where possible.

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 Premier House redevelopment 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, cycle storage areas), personalised travel planning and the production of site-specific travel information / welcome packs.

7.4.4 Monitoring of the use of the Travel Plan operational budget will be carried out by the site TPM, with details of annual spending on travel initiatives and current budget position recorded within the 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 staff travel trends at the Premier House redevelopment site will be undertaken at regular intervals, with a view to the site meeting appropriate voluntary Travel Plan targets. Section 1 to this report identifies that the key objectives of any Travel Plan at the Premier House redevelopment site would be to reduce car journeys to / from the development and to encourage increased use of a wider range of more sustainable travel modes. Targets for the Travel Plan at the Premier House redevelopment site should therefore focus on this key single occupancy car trip demand objective, and be designed to be 'SMART', i.e.

- **S**pecific;
- **M**easurable;
- **A**chievable;
- **R**elevant; and
- **T**ime-bound.

8.2 Travel Plan Targets

8.2.1 Information on mode choice, car park demand, etc. will be regularly collected by the TPM as part of programmed data collection exercises. Initial travel surveys at the site should be carried out within six months of initial occupation at the Premier House redevelopment site or when two thirds of all development space is let (whichever is sooner). The remaining units will be surveyed upon occupation, as part of subsequent scheduled survey exercises (see section 8.3 below).

8.2.2 As baseline travel trends for the development are not currently available, a temporary target to seek to limit car use at the Premier House redevelopment site 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 (Manchester 054 (2011 super output area - middle layer))

Travel Mode	City Centre Ward*
Metro, light rail, tram	6.0%
Train	15.5%
Bus, minibus or coach	25.4%
Taxi	0.3%
Motorcycle	0.4%
Driving a car or van	33.9%
Car / Van passenger	3.8%
Bicycle	2.5%
On foot	12.1%
Other method of travel	0.2%

**all persons in employment in the area the week before the census*

8.2.3 Review of the 2011 Census data suggests that an initial target for this Travel Plan would aim for car driver levels of circa 28.9% of all journey to work trips, with a corresponding increase in walking, cycling and public transport use. Such a target represents a circa 15% reduction in car driver use compared to current travel patterns for Manchester City Centre workplace zones. This target could be identified for an initial 5-year period, with the longer-term target potentially broken down into annual targets of 1%.

8.2.4 Following the completion of the first Travel Survey exercise, it is proposed that this preliminary target is reviewed and that appropriate targets are set, based upon the recorded site-specific baseline data. **Any revised target will be included in the first Travel Plan Progress Report.**

8.2.5 Progress towards targets will be monitored via regular update surveys (see section 8.3), with short term targets acting as a guide to the progress of Travel Plan initiatives.

8.2.6 The short-term annual targets will act as a guide to the success of Travel Plan initiatives and provide an indication as to whether the main long-term objectives will be achieved. **Should it become clear that long term objectives will not be**

achievable, or indeed have already been met prior to the target date, then they should be reviewed in conjunction with the MCC and new targets set.

8.3 Monitoring

8.3.1 Update surveys will be carried out by the TPM at set intervals after initial occupation, with results being submitted to MCC within 1 month of survey completion as part of the Travel Plan progress reporting.

8.3.2 It is proposed that Travel Surveys are undertaken based on the schedule set out below:

- Within six months post initial occupation or when the site is two-thirds occupied (whichever sooner).
- Follow-up survey, one-year post date of initial survey.
- 2 * two-year surveys after date of follow up-survey.

8.3.3 The following key parameters for site operation should be included within the monitoring survey exercise:

- Changes in recorded staff travel mode split across the site (using an agreed short survey questionnaire);
- Any Travel Plan feedback from on-site businesses.

8.3.4 The TPM will maintain a monitoring table of progress towards agreed Travel Plan targets based on the results of the regular monitoring surveys.

8.4 Review Procedure

8.4.1 Regular review of the Travel Plan will be undertaken by the TPM in discussion with the Local Planning Authority, based on the results of the scheduled monitoring programme. This review will assess the progress of the Travel Plan with respect to targets and consider the take up / effectiveness of individual measures. This review may identify areas within the Travel Plan which may require changes or modification.

8.4.2 It may be necessary to review Travel Plan targets based on performance records, feedback from staff, changes in local transport provision and the experience of the TPM re: take up of Travel Plan.

8.4.3 **To assist the review process, the TPM will prepare a brief Travel Plan Progress Report for submission to MCC.** This document should be prepared following each site exercise and should record the following:

- The results of the most recent travel surveys with respect to targets;
- The general effectiveness of current initiatives within the Travel Plan;
- Those measures within the Travel Plan which are proposed to be continued / those measures to be withdrawn;
- Details of any new Travel Plan initiatives to be provided at the Premier House redevelopment site.

FIGURES

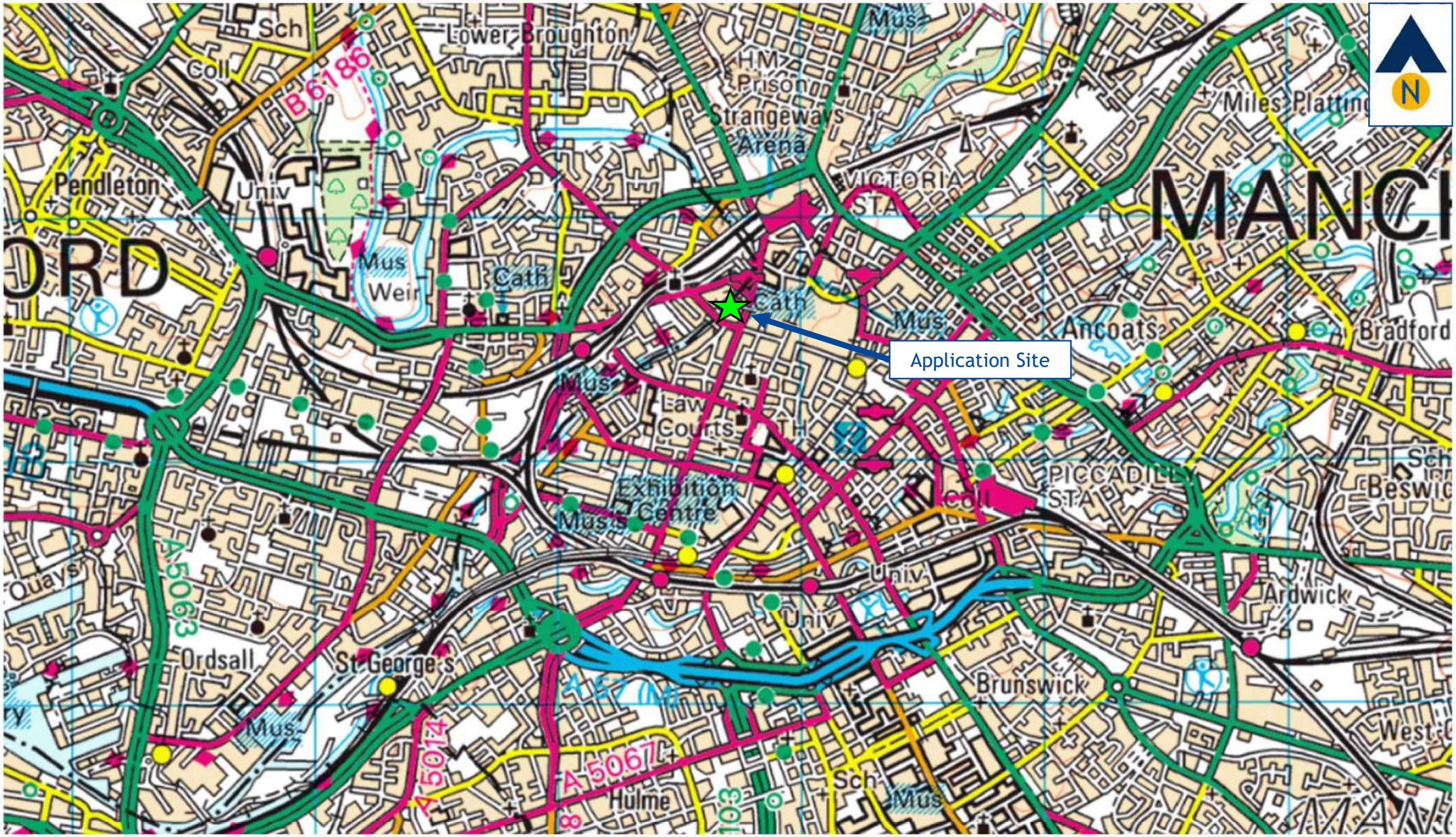


Figure TP1 **Site Location – Strategic Context**

J000229 Premier House, Renaissance June 2021

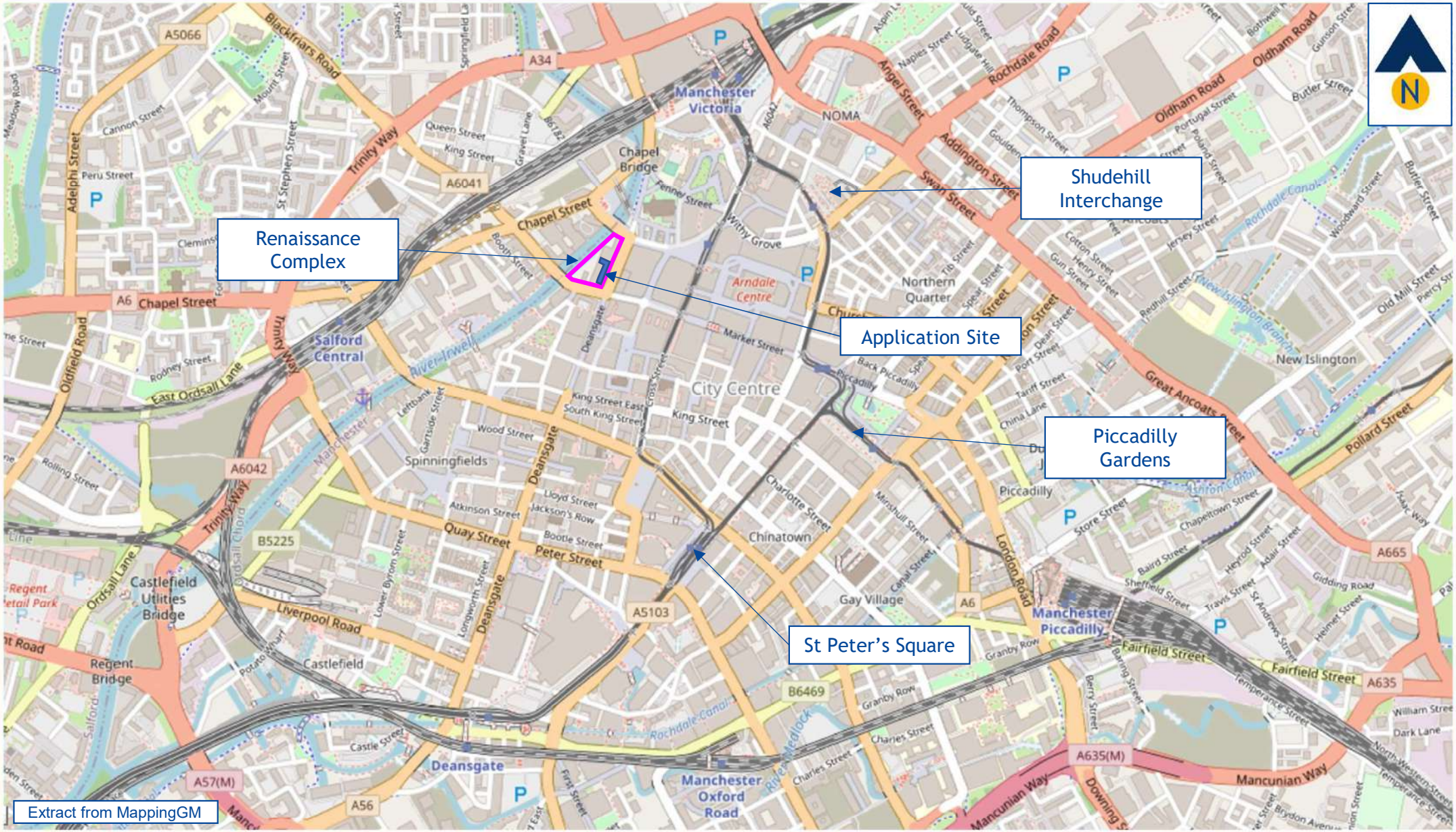


Figure TP2 **Site Location – Local Context**

J000229 Premier House, Renaissance June 2021

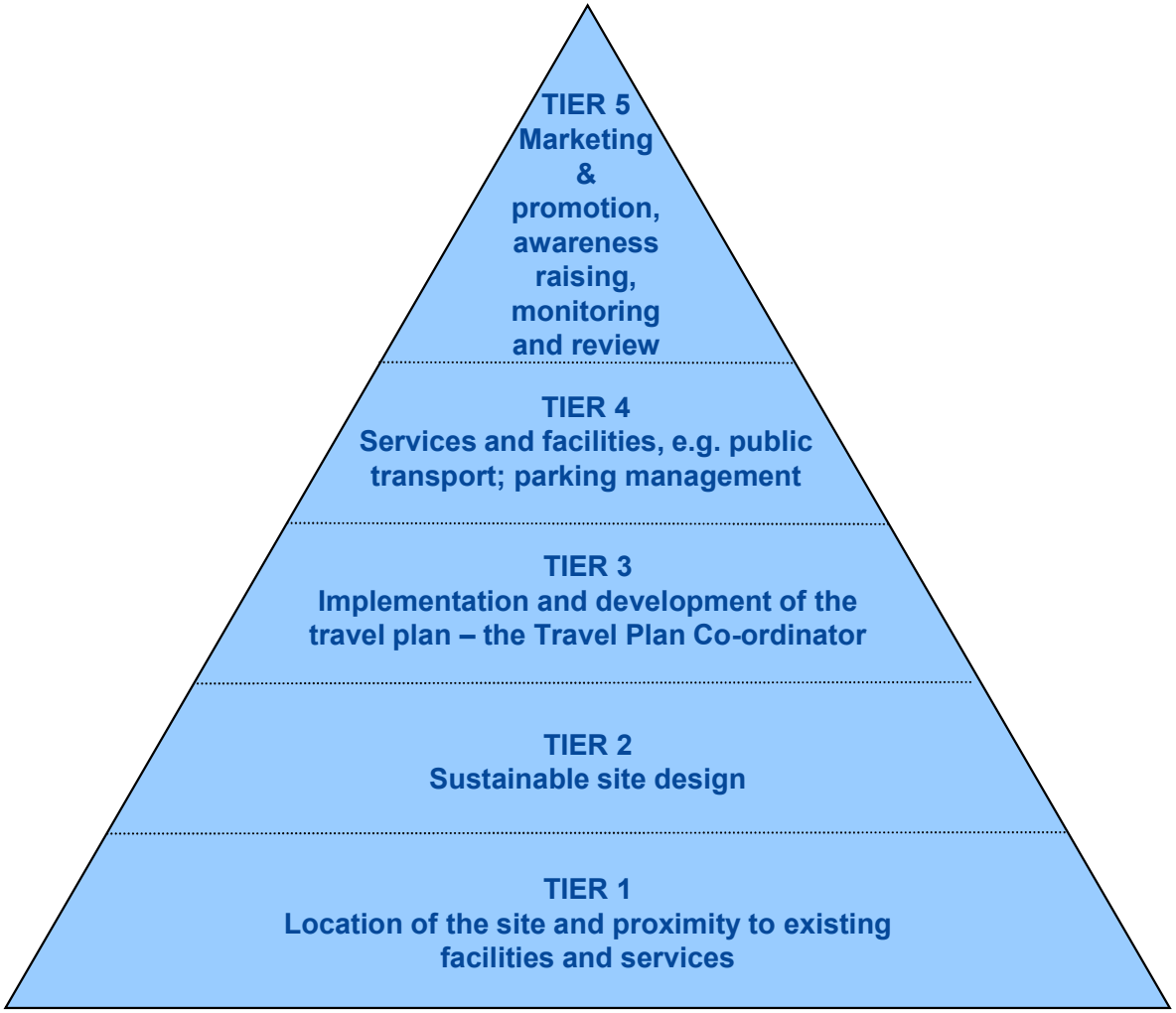
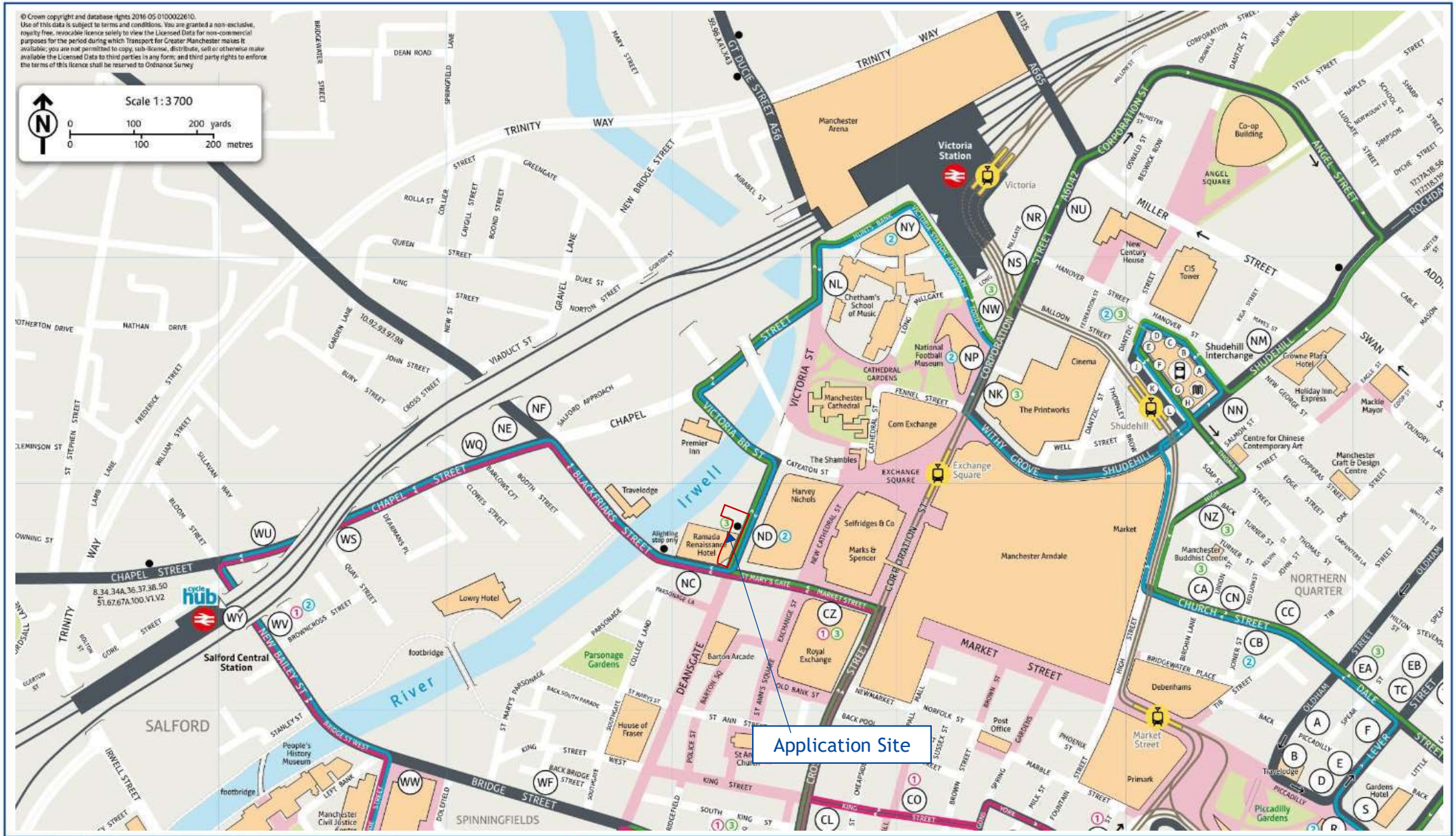


Figure TP3 **Travel Plan Pyramid**

J000229 Premier House, Renaissance June 2021



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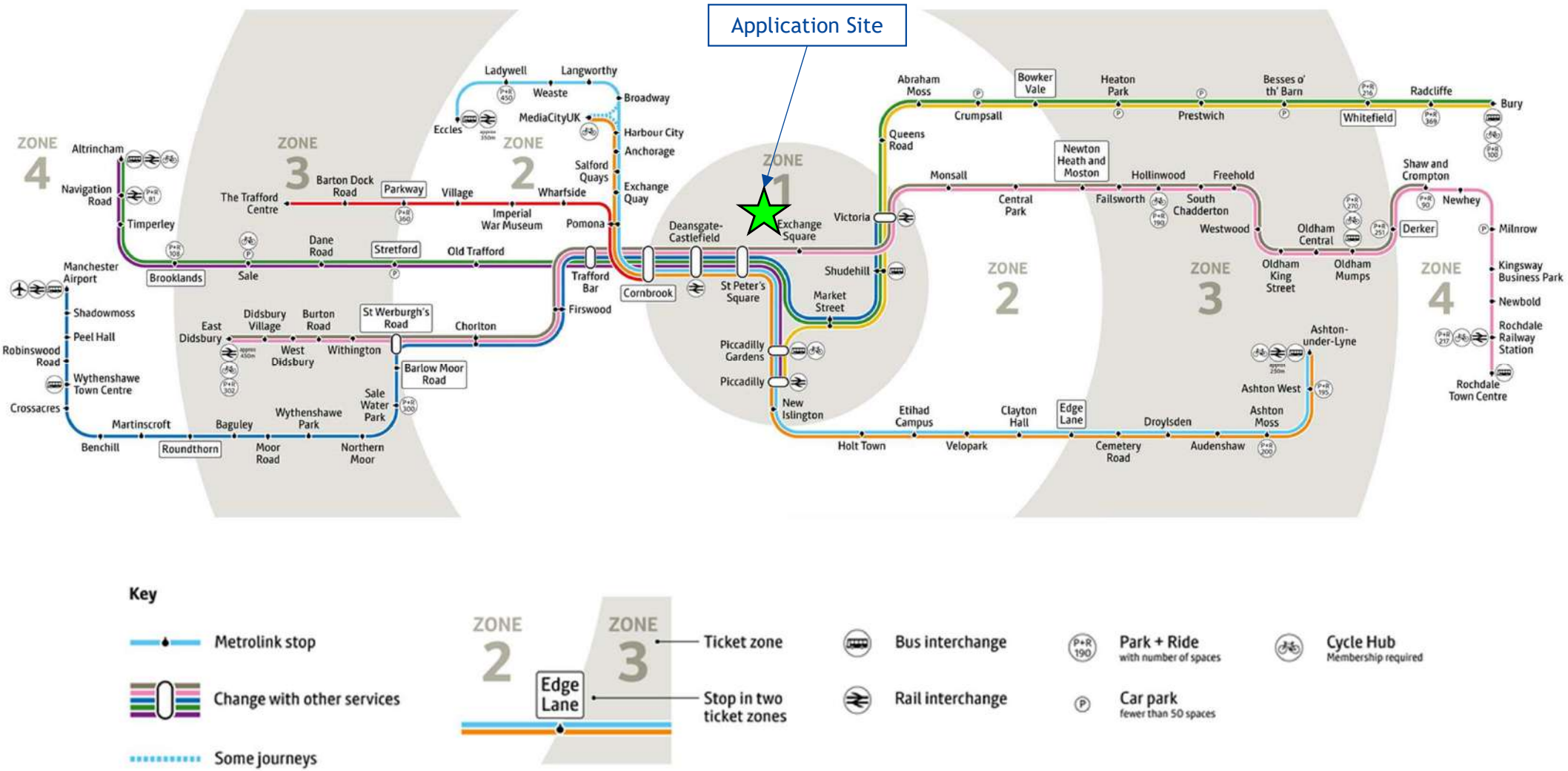
FOCUS TRANSPORT PLANNING

Figure TP4 **Location of the Application Site with Respect to Bus Stops**

J000229 Premier House, Renaissance June 2021

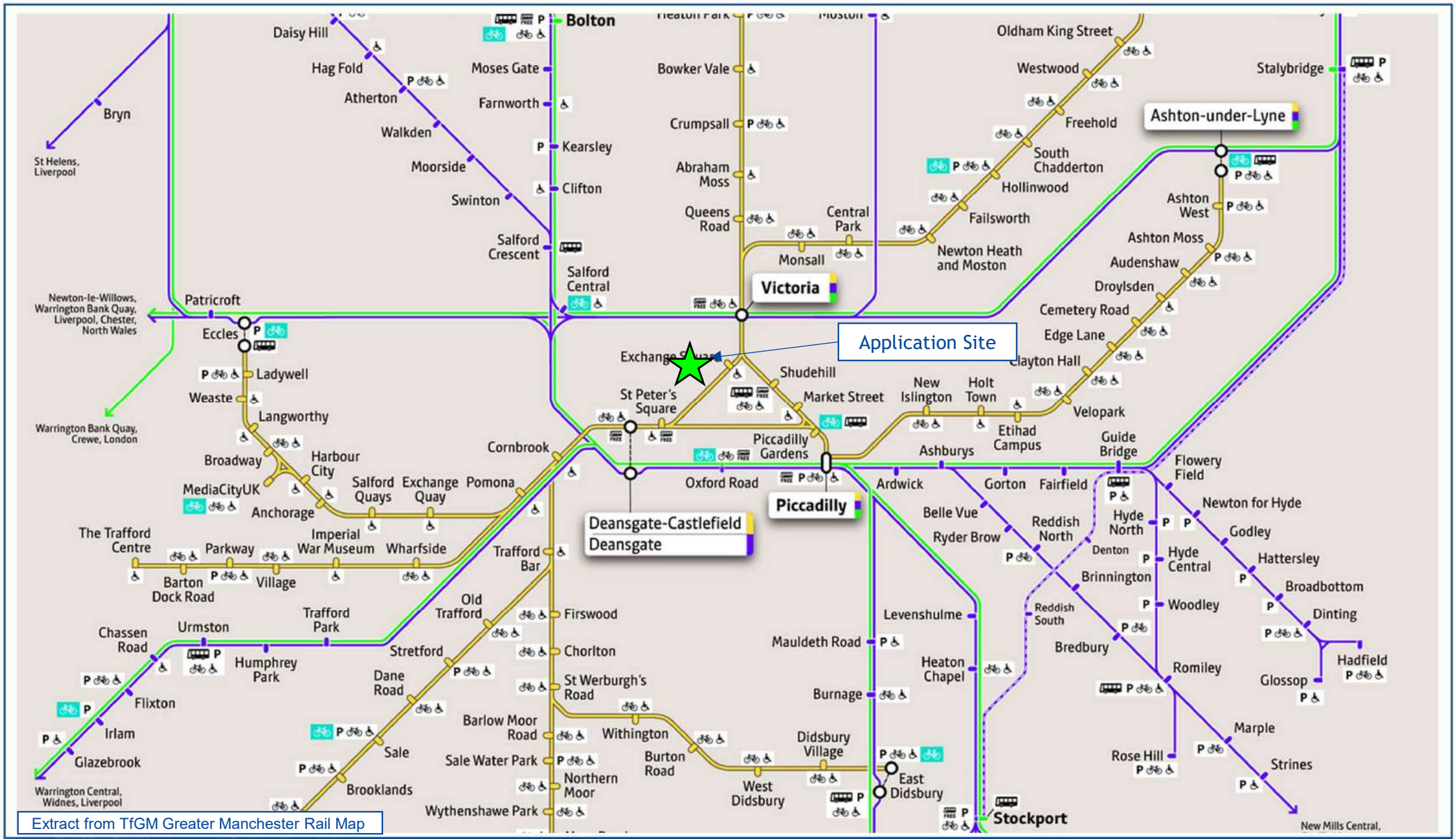


Extract from TfGM Manchester Metrolink Network Map

FOCUS TRANSPORT PLANNING

Figure TP5 **Location of the Application Site with Respect to Metrolink Services**

J000229 Premier House, Renaissance June 2021

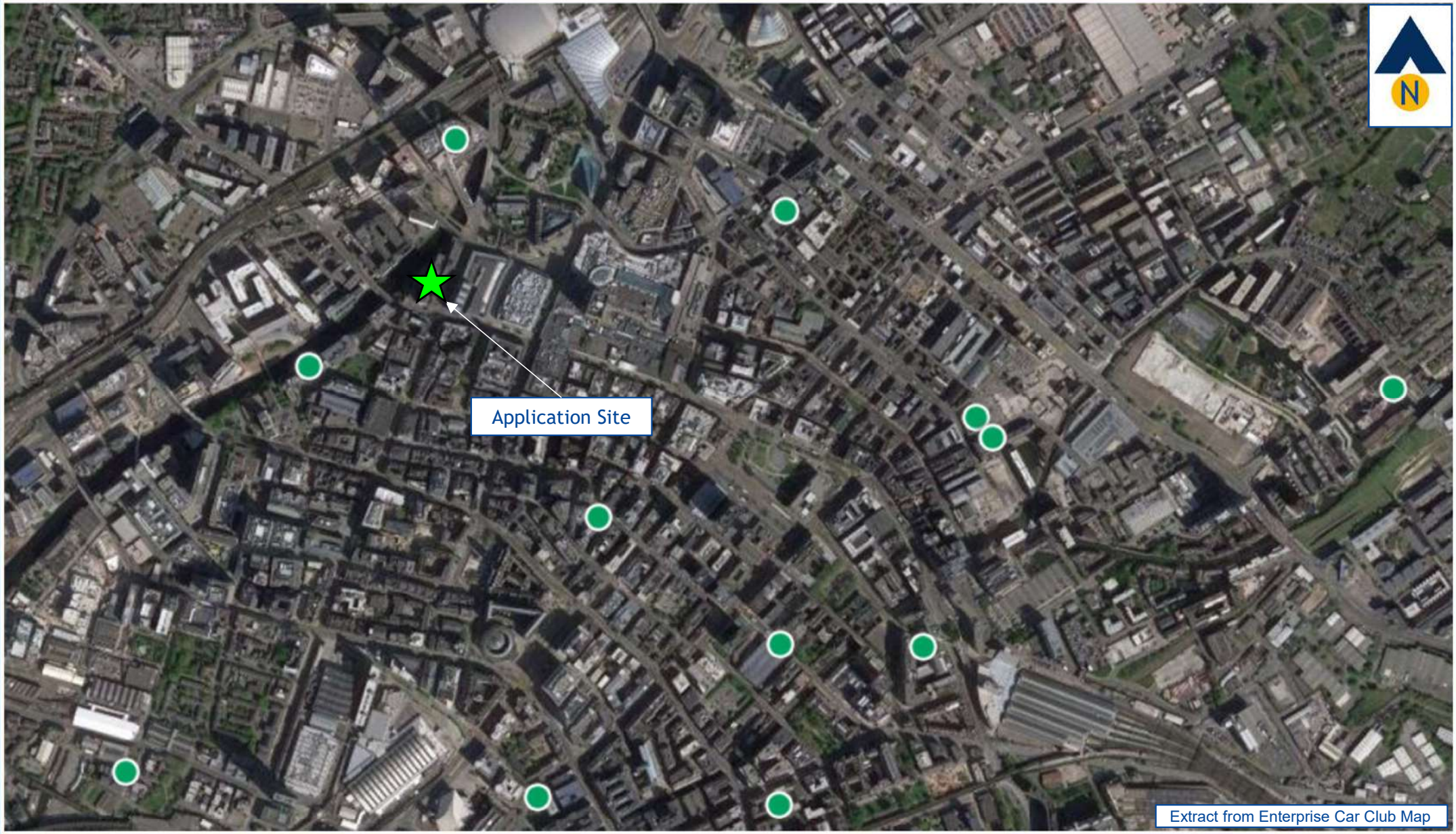


Extract from TfGM Greater Manchester Rail Map

FOCUS TRANSPORT PLANNING

Figure TP6 **Location of the Application Site with Respect to Local Rail Services**

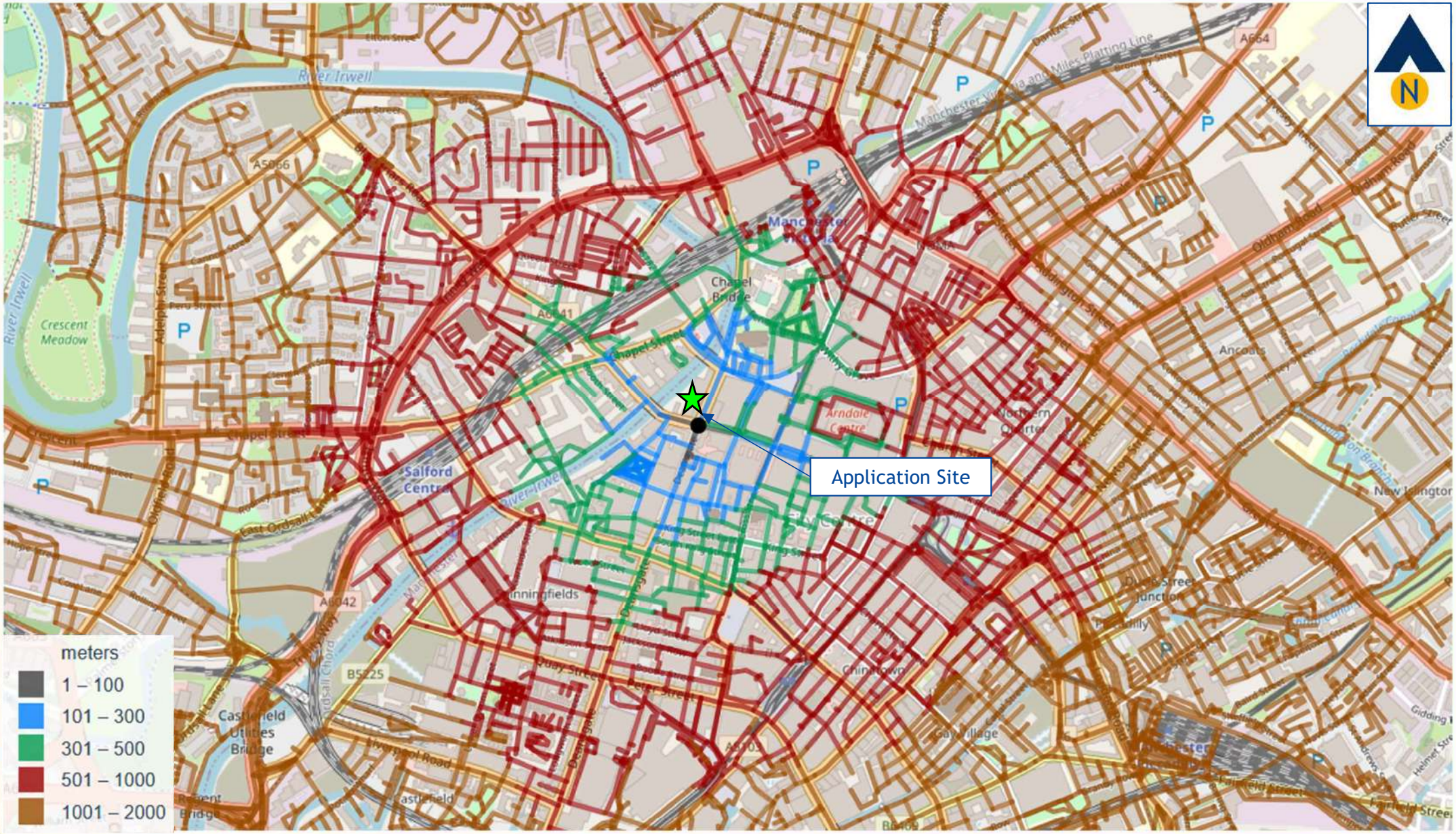
J000229 Premier House, Renaissance June 2021



FOCUS TRANSPORT PLANNING

Figure TP7 **Location of the Application Site with Respect to Enterprise Car Club Vehicles**

J000229 Premier House, Renaissance June 2021



FOCUS TRANSPORT PLANNING

Figure TP8 **2km Walk Catchment to / from the Application Site**

J000229 Premier House, Renaissance June 2021

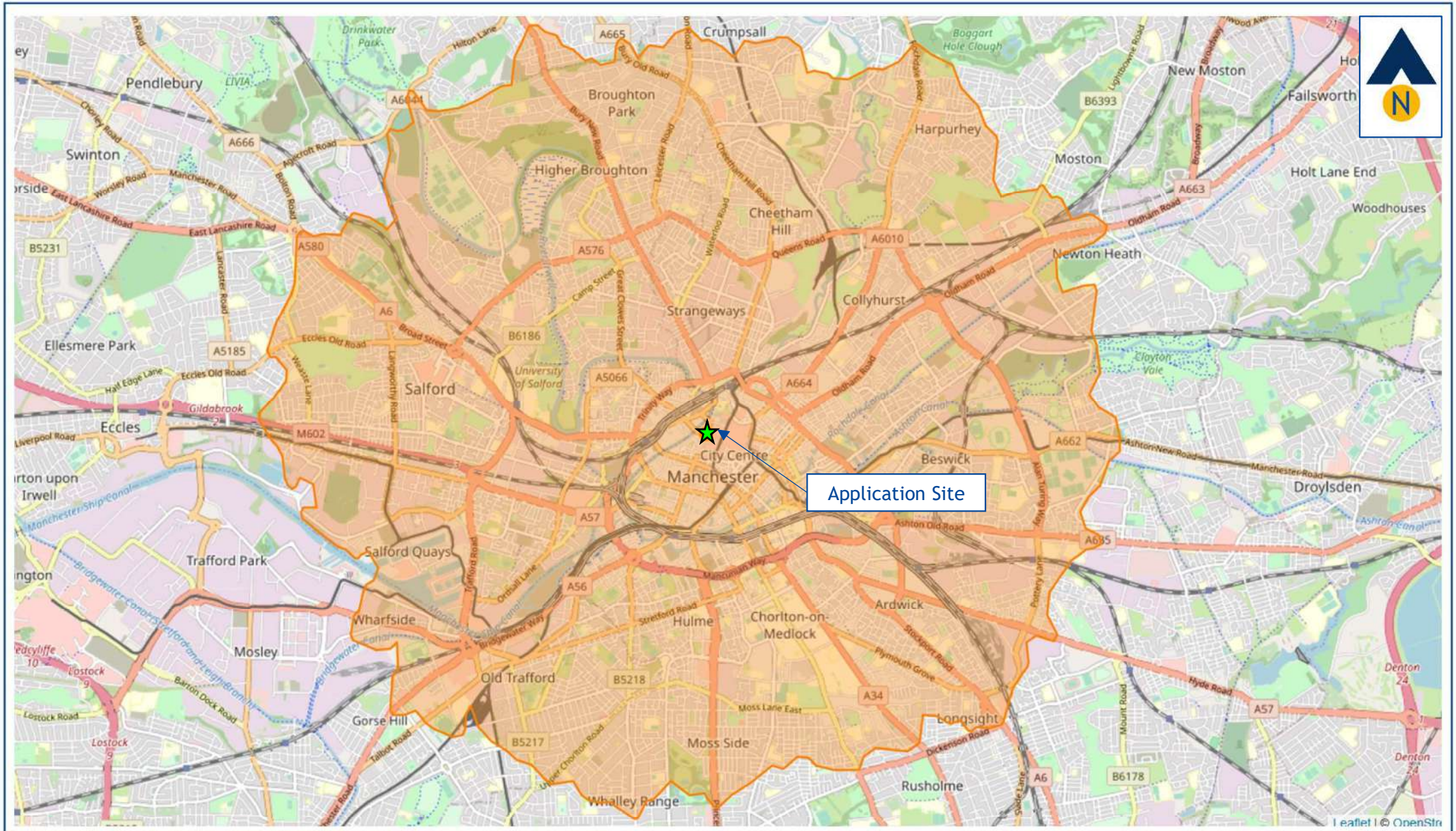
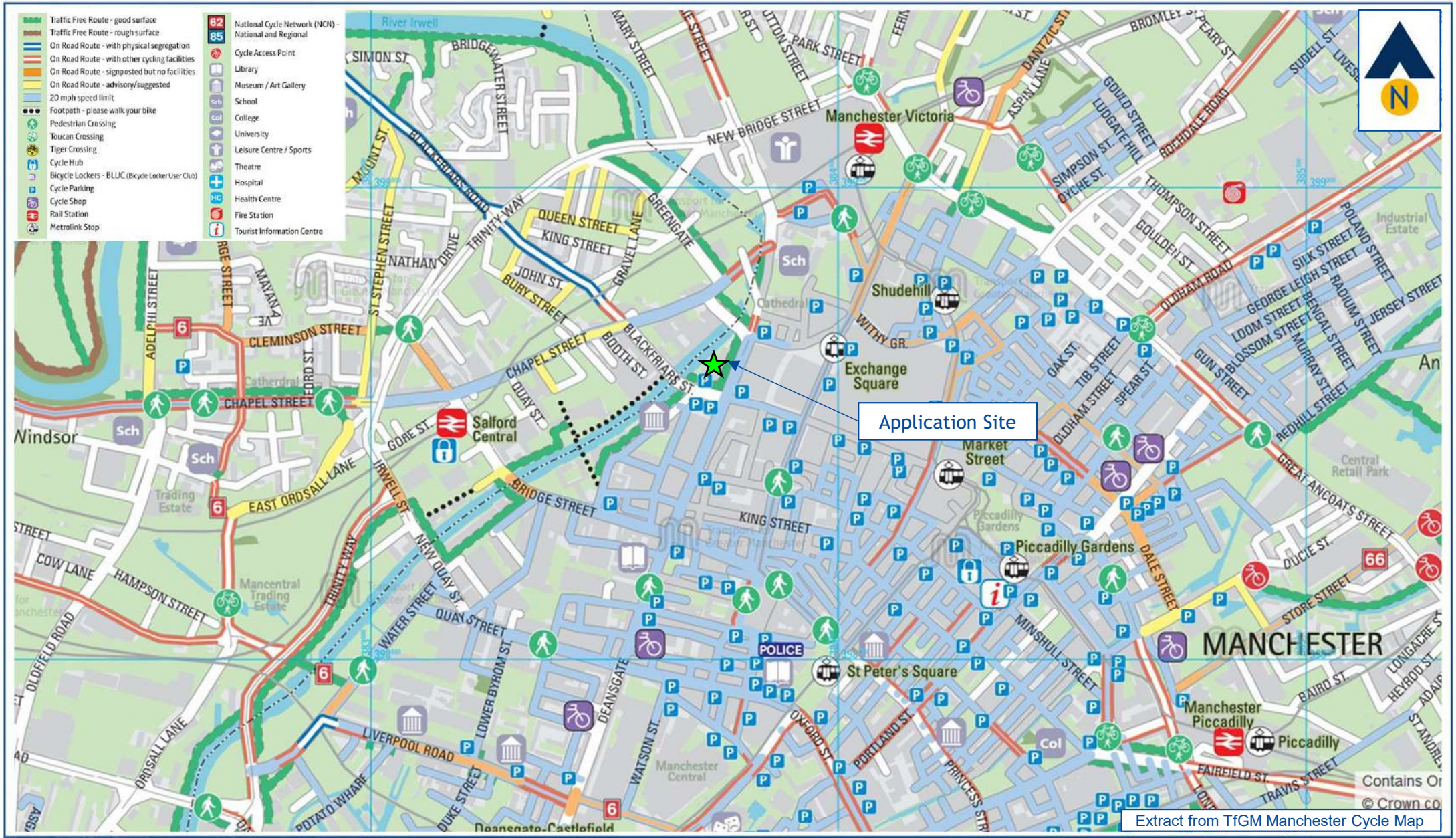


Figure TP9 **5km Cycle Catchment to / from the Application Site**

J000229 Premier House, Renaissance June 2021



Extract from TfGM Manchester Cycle Map

FOCUS TRANSPORT PLANNING

Figure TP10 **Local Cycle and Walking Infrastructure Around the Application Site**

J000229 Premier House, Renaissance June 2021

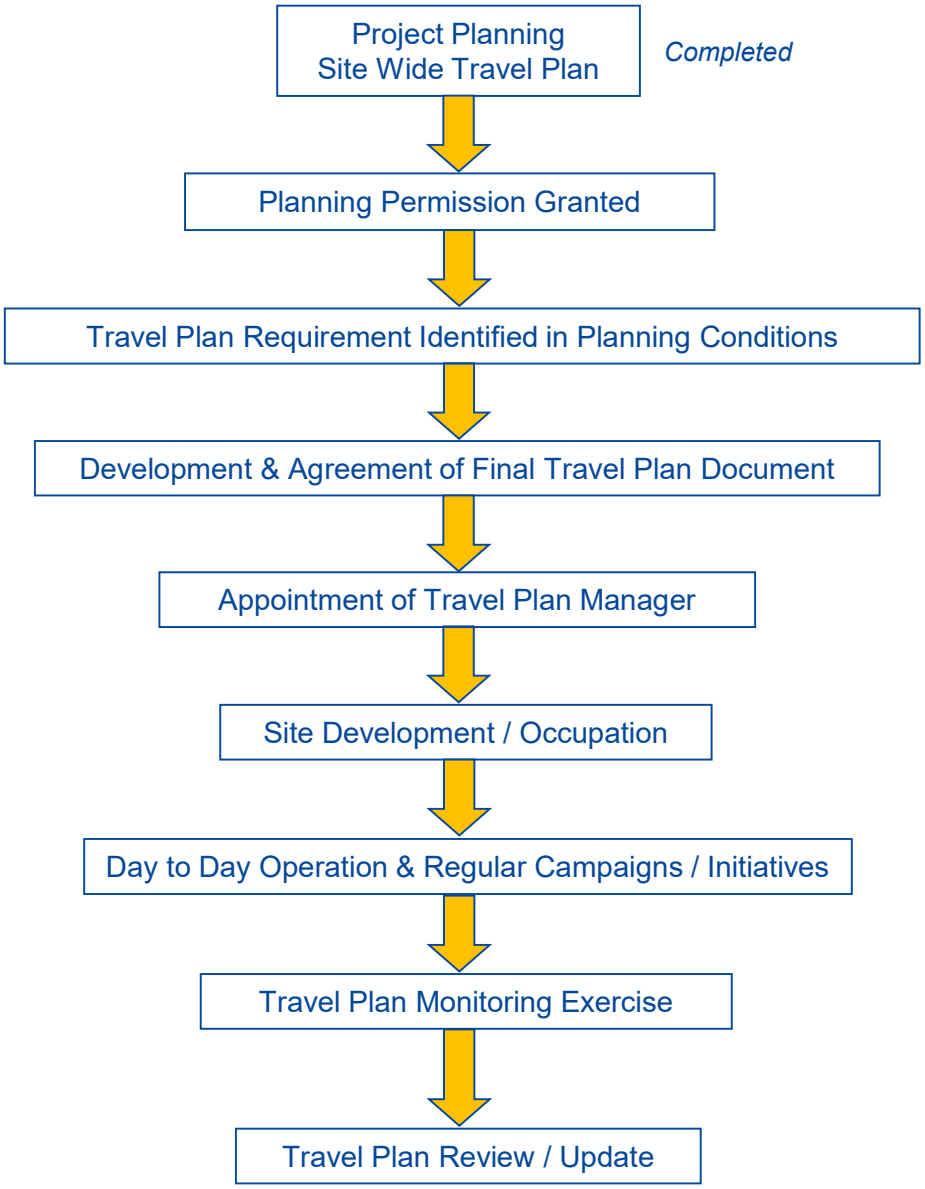


Figure TP11 **Travel Plan Implementation Programme**

J000229 Premier House, Renaissance June 2021

APPENDICES

APPENDIX TP1

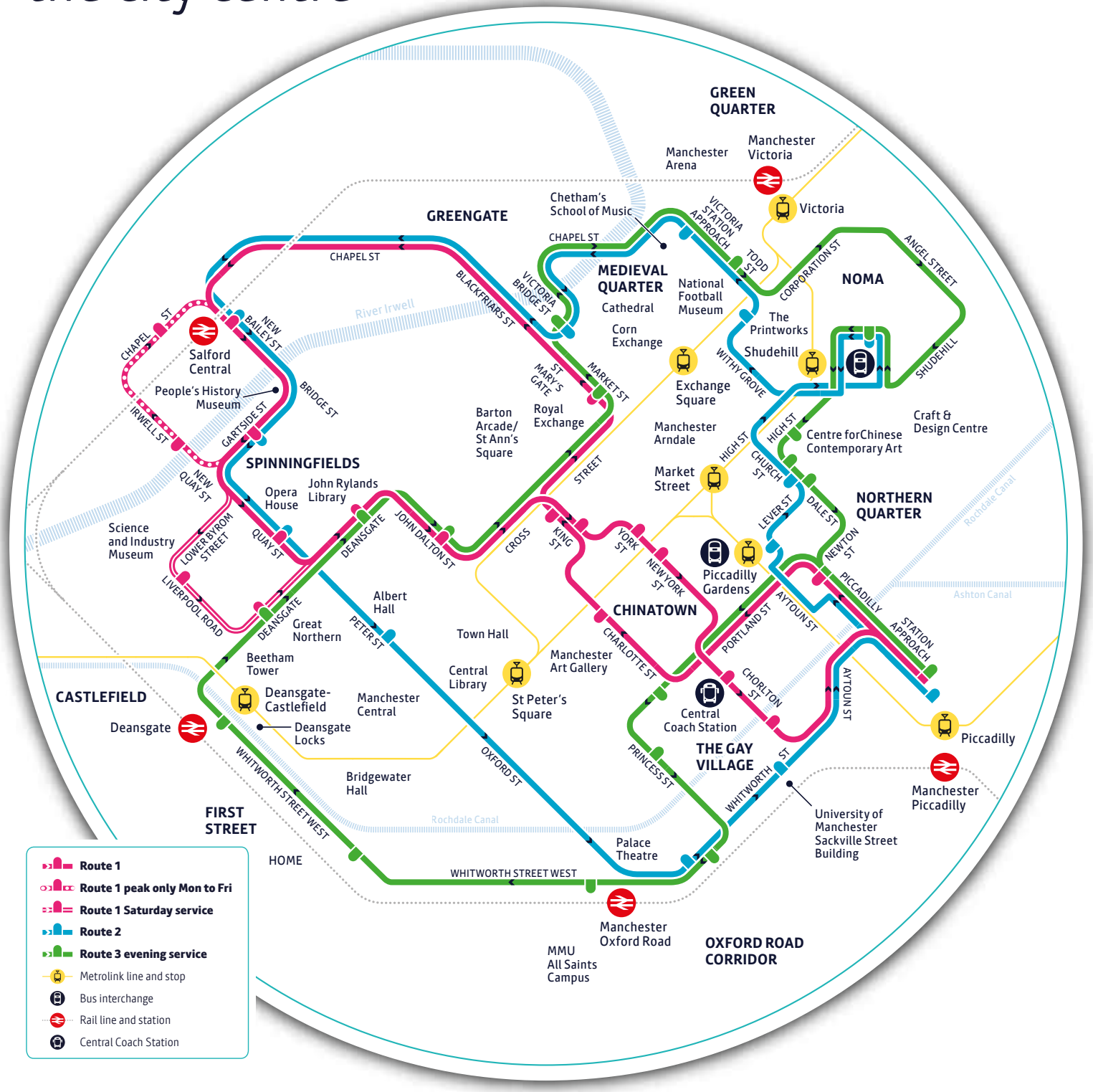
free bus
routes around the city centre

Transport for Greater Manchester

Salford City Council

MANCHESTER CITY COUNCIL

MAYOR OF GREATER MANCHESTER



1

Monday – Friday
Every 10 minutes:
7am – 7:15pm
Peak route only:
7am – 9am and **4pm – 7:15pm**
Saturday
Every 10 minutes:
8:20am – 7:15pm
Sunday and public holidays
Every 12 minutes:
11am – 6pm

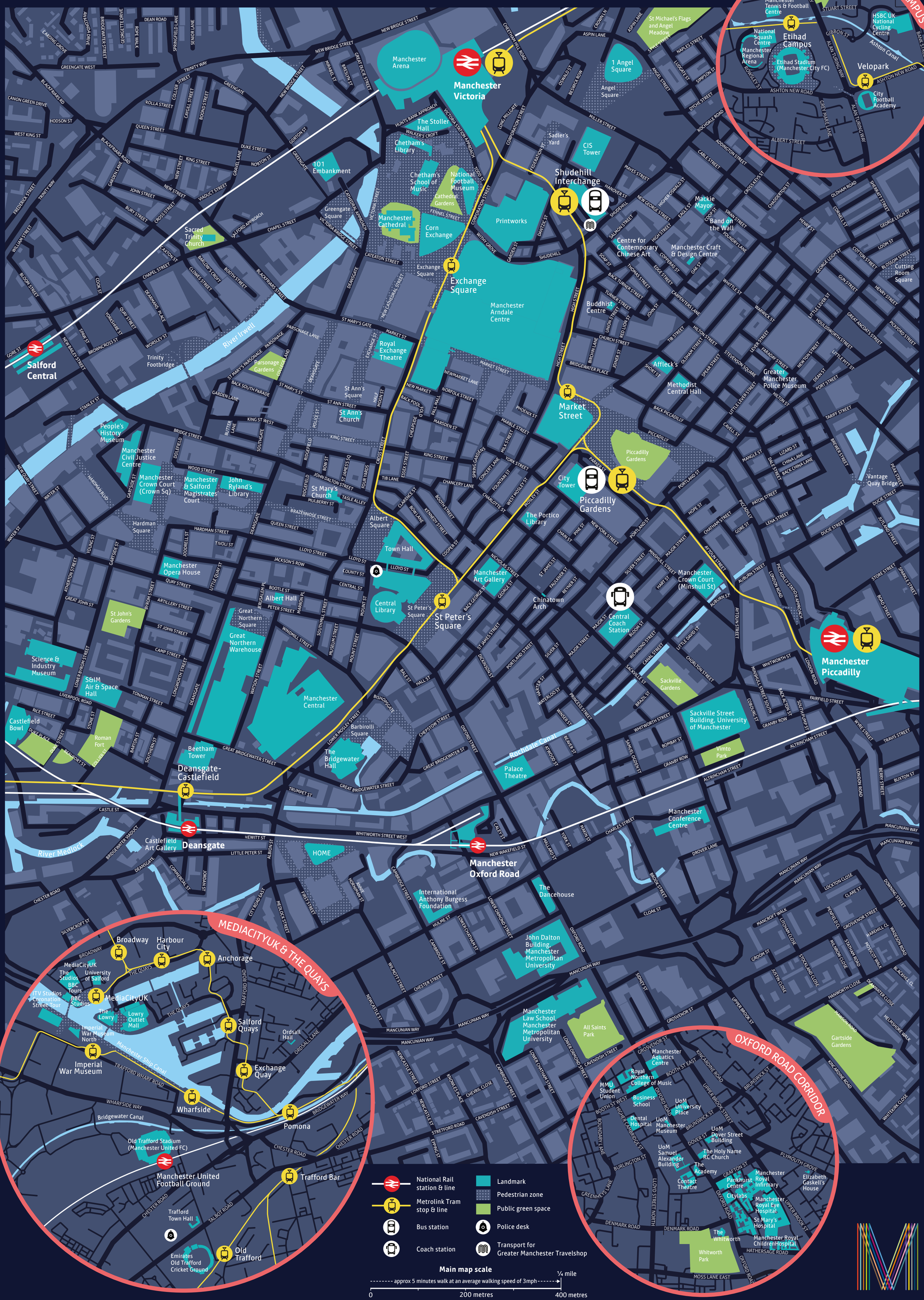
2

Monday – Friday
Every 10 minutes:
6:30am – 7:10pm
Every 20 minutes:
7:10pm – 11:30pm
Saturday
Every 10 minutes:
8:30am – 7:30pm
Every 15 minutes:
7:30pm – 11:30pm
Sunday and public holidays
Every 12 minutes:
10am – 7pm

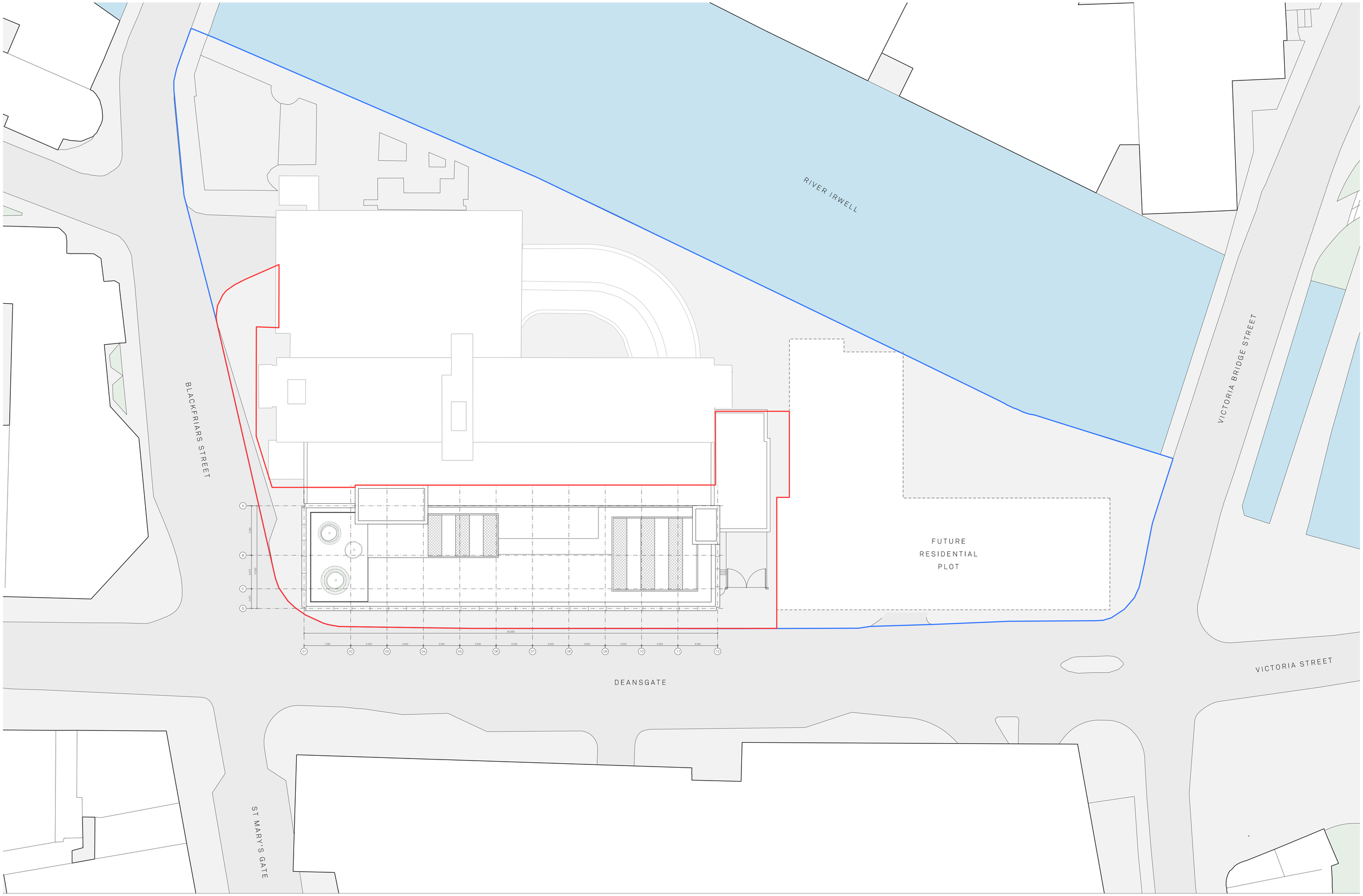
3

Monday – Friday
Every 20 minutes:
7:30pm – 11:30pm
Saturday
Every 15 minutes:
7:30pm – 11:30pm

Manchester city centre



APPENDIX TP2



Notes:

Site Application Boundary

Site Ownership Boundary

Project Name:	Title:	Scale:
Renaissance	Proposed Site Plan	1:500@ A3

Drawn:	Checked:	Status:	Project:	Drawing No:	Rev:
DK	FM	Planning	150	B1_00_1200	-

Details:

- 04/06/21 Issued for Planning

Jon Matthews Architects

22 City Tower, Picadilly Plaza, New York St, Manchester, M1 4BT 0161 974 3690

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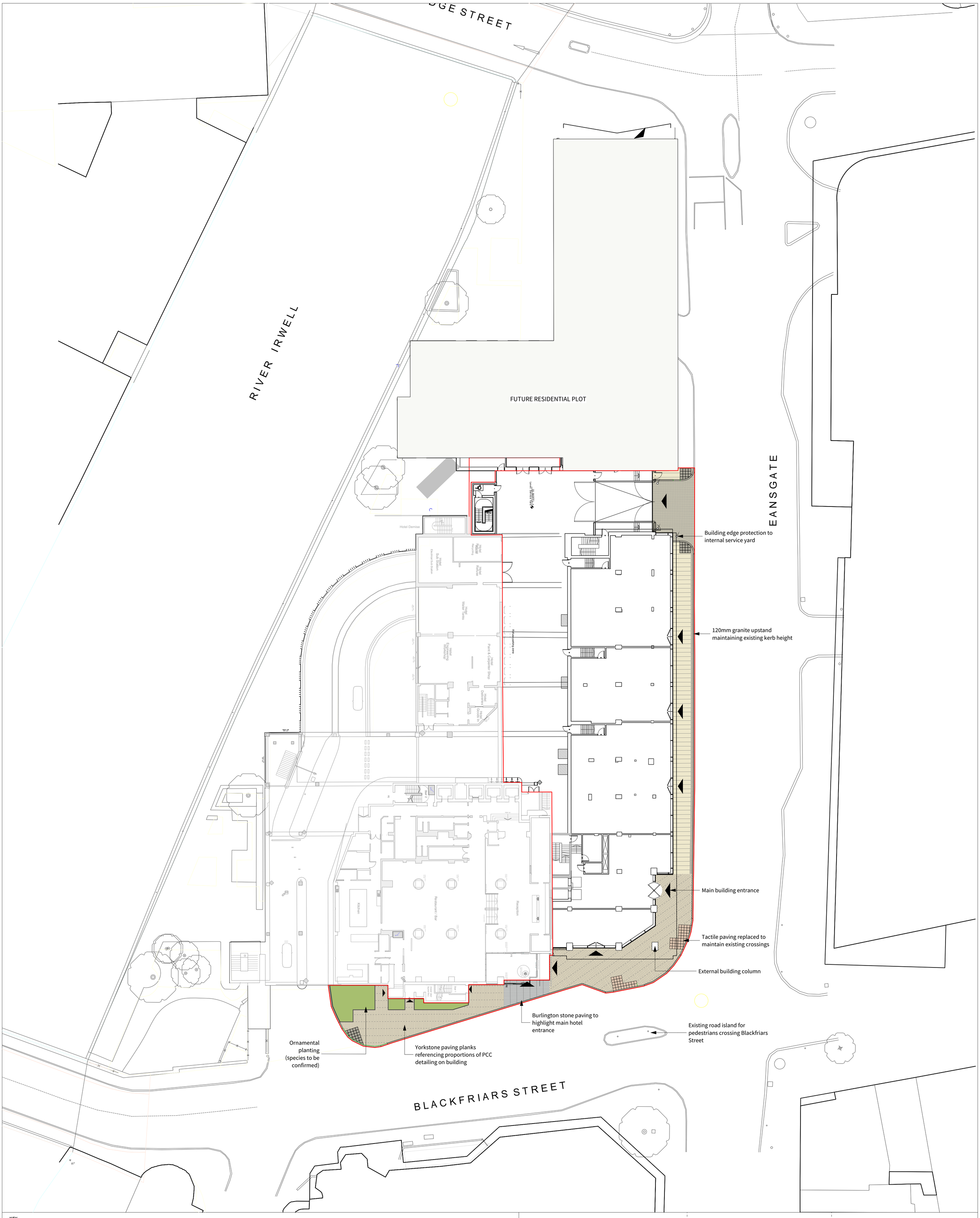

KEY

APPLICATION BOUNDARY

BUILDING ENTRANCES

HARDWORKS

P1 **NATURAL STONE FLAG PAVING**
Material: Scoutmoor Yorkstone. Staggered bond.
Size: W: 400 x L: 400-800mm x D:80mm

P2 **NATURAL STONE SETT PAVING**
Material: Scoutmoor Yorkstone. Staggered bond.
Size: W: 126 x L: 252mm x D:80mm

P2.1 **NATURAL STONE SETT PAVING**
Material: Scoutmoor Yorkstone. Stack bond
Size: W: 126 x L: 126mm x D:80mm

P3 **NATURAL STONE PLANK PAVING**
Material: Scoutmoor Yorkstone with percentage mix of Burlington (Cumbrian) Stone. Staggered bond.
Size: W: 800 x L: 150mm x D:80mm

P4 **SLATE PLANK PAVING**
Material: Burlington (Cumbrian) Stone. Stack bond.
Size: W: 800 x L: 150mm x D:80mm

P5 **NATURAL STONE TACTILE BLISTER PAVING - to controlled crossings**
Material: Granite. Stack bond.
Colour: Red
Sizes: W: 400 x L: 400mm (depth TBC by engineer)

P6 **NATURAL STONE TACTILE BLISTER PAVING - to uncontrolled crossings**
Material: Granite. Stack bond.
Colour: Grey/black
Sizes: W: 400 x L: 400mm (depth TBC by engineer)

FURNITURE

BUILDING EDGE PROTECTION BOLLARD
Product: PAS68 Bollard - Rhinoguard 75/50 slimline protective bollard
Material: Stainless Steel
Supplier: Marshalls or similar approved

SOFTWORKS

ORNAMENTAL PLANTING
Species: tbc

Revision	Date	Description	Drawn	Apprvd.
S2-P02	04-06-21	Stage 3 Issue	SR	FF
S4-P01	28-05-21	Issued for Planning	SR	FF

Client Property Alliance Group & Starwood Capital Group

Project Renaissance Site Manchester

Drg Title Landscape General Arrangement Premier House

Created on	Created by	Approved by
21/05/21	SR	FF

Scale	Size	Workstage
1:250	A1	Stage 3

Drg No.	Suitability	Revision
2664-PLA-OF-XX-DR-L-1000	S2	P02

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1. Do not scale from this drawing.
2. Always work to noted dimensions.
3. All dimensions are in millimetres unless otherwise stated.
4. All setting out, levels and dimensions to be agreed on site.
5. The dimensions of all materials must be checked on site before being laid out.
6. This drawing must be read with the relevant specification clauses and detail drawings.
7. Order of construction and setting out to be agreed on site.

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APPENDIX TP3

PREMIER HOUSE, MANCHESTER

SCHEDULE OF TPM DUTIES / ACTION PLAN

Setting Up

Task	Implementation Date	Completed?
Deliver internal cycle parking	As on-site development proceeds	
Appoint TPM	2 Months Prior to 1st Occupation	
Set up Travel Plan Working File	2 Months Prior to 1st Occupation	

Initial Site Travel Plan Launch

Task	Implementation Date	Completed?
Contact MCC / public transport operators and obtain up-to-date timetables and literature and investigate opportunities for season ticket discounts	2 months prior to first occupation on site	
Contact MCC / TfGM to obtain copies of Cycle Map or generate bespoke Cycle Map for Development	2 months prior to first occupation on site	
Review cycle provision on-site to ensure completion and fit for purpose	4 weeks prior to first occupation on site	
Research opportunities for cycle training	4 weeks prior to first occupation on site	
Research good practice on 'Bicycle User Group' schemes & develop suitable initiative for the site	4 weeks prior to first occupation on site	
Investigate a car share scheme / Enterprise Car Club	4 weeks prior to first occupation on site	
Collate welcome packs (to include all relevant information outlined above)	4 weeks prior to first occupation on site	

PREMIER HOUSE, MANCHESTER

On-going TPM Duties (Over Life Time of Plan)

Task	Implementation Date	Completed?
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 are maintained and fit for purpose	Formal review every 3 months	
Promote and support national campaigns as appropriate	Review annually	

Monitoring Schedule

Initial Travel Survey

Task	Implementation Date	Completed?
Undertake survey of site users	6 months post initial occupation or when the site is two-thirds fully occupied (whichever sooner)	
Prepare survey review / performance report	2 months post completion of initial questionnaire	
Undertake Travel Plan Audit and modify where appropriate	Following survey	

Further Monitoring: Development Completion (On-going)

Task	Implementation Date	Completed?
Undertake survey of staff / tenants	Every 1 / 2 years for first five years	
Prepare survey review / performance report	2 months post completion of questionnaire	
Undertake Travel Plan Audit and modify where appropriate	Following survey	

APPENDIX TP4

Premier House, Manchester

STAFF TRAVEL QUESTIONNAIRE

This travel survey is being undertaken amongst all employees of Premier House 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:**
   - O Male
   - O Female

3. **Do you have a disability which affects your travel arrangements?**
   - O Yes
   - O No

4. **What mode of transport do you primarily use to travel to / from Premier House?**
   - O Walk
   - O Cycle
   - O Bus
   - O Train
   - O Tram
   - O Car (Driver)
   - O Car (Passenger)
   - O Motorbike

5. **What alternative travel mode could you use, if your current mode of transport was unavailable?**
   - O Walk
   - O Cycle
   - O Bus
   - O Train
   - O Tram
   - O Car (Driver)
   - O Car (Passenger)
   - O Motorbike
   - O Could not travel by any other mode

6. **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
   - O More direct service connecting to where I live
   - O More frequent services
   - O Discount tickets / passes available at work
   - O Easier access to timetable / fares information at work
   - O Having my journey planned for me
   - O Free taxi home if asked to work late / family emergency
   - O I would NEVER use public transport to travel to work

7. **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
   - O Improved footpaths / cycle paths on journey to work
   - O Secure cycle parking at work
   - O Better lighting on routes close to work at night time
   - O Changing facilities / showers at work
   - O Information on the local footpath / cycle network at work
   - O Free taxi home if asked to work late / family emergency
   - O Interest free cycle loan provided by work
   - O I would NEVER walk / cycle to work

8. **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 TP5

Department for Transport

Cycle to Work Scheme implementation guidance

Table of contents

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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
    - 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 £100,000[1] 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 20[2] 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.oft.gov.uk/shared_oft/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 2010[3] 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 scheme[4].

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[3] For the purposes of section 6 of the Equality Act 201, 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 website[6].

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.oft.gov.uk/shared_oft/business_leaflets/credit_licences/oft147.pdf
[6] http://www.oft.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 TP6

RIDING COURSES

From complete beginners to experienced cyclists, we've got a course for everyone – even professional drivers who want to get more cycle-aware. Learn to ride, build your road confidence, and learn how to ride safely as a family.

Other course types

Bike maintenance courses

Safe Urban driving for LGV and PCV's

LEARN TO RIDE

Free beginner's cycle training

This course is for you if you're new to cycling or haven't ridden for many years. You might not even have a bike. Run by a qualified instructor, the course will give you the confidence to take the first step into cycling, at your own pace, starting from getting on your bike. You'll be in a small group with other beginners in a quiet outdoor area and there's no pressure, come to as many sessions as it takes. You'll learn to get on and off your bike, how to start and stop, steer and change speed and how to check your bike before you ride.

Sessions are open to those over the age of 12 when accompanied by an adult or 16 when unaccompanied.

We provide a bike, but you can bring your own if you prefer and wear whatever you feel comfortable to cycle in. Sessions are held across Greater Manchester and last two hours.

Book your place

ROAD RIDER READY

Free road cycling training

This is for you if you can ride off the road but want to learn the skills needed to ride alongside traffic and with other road users. Sessions are open to those over the age of 12 when accompanied by an adult or 16 when unaccompanied.

Run by a qualified instructor, you'll be in a small group with people of similar ability. You'll start in a traffic-free area, before putting your new skills into practice on quiet roads.

You'll learn how make short road journeys safely and gain the confidence to ride in traffic.

We provide a bike but you can bring your own if you prefer and wear whatever you feel comfortable to cycle in. Sessions are held across Greater Manchester. Each session lasts two hours.

Book your place

ONE TO ONE SESSIONS

Building confidence for riding alongside traffic

This is for you if you already cycle but would like to build more confidence riding alongside traffic.

Sessions are open to those over the age of 12 when accompanied by an adult or 16 when unaccompanied.

You'll learn how to plan a route, communicate with other road-users, take the safest position on the road and anticipate others' behaviour to ride confidently in busy traffic. If you're still a novice rider, you'll learn bike-control and skills in a quiet area first.

With one-to-one coaching from an expert instructor, you'll get personal support to learn the skills to get out on the road. We will meet you at a place of your choice, during the day or evening, and put you through real-life road riding situations.

You'll need to bring your own bike and wear whatever you feel comfortable cycling in. Wherever you choose within Greater Manchester. Each session lasts two hours.

Register your interest

FAMILY CONFIDENCE TRAINING

Learn how to ride safely as a group

Our bespoke family training provides guidance on how to safely cycle as a group on the road. Whether you're new to cycling or just in need of some practice, we'll teach you how adults should lead journeys and how children should follow.

Sessions are open to all ages, but children must be able to cycle and control their bikes. If you're interested in a course, simply register and one of our instructors will be in touch. The session will then be designed to suit you, including taking place at a time and location of your choice.

All participants will need their own roadworthy bike and can wear whatever they feel comfortable cycling in. The sessions are delivered close to your home, or a place which is convenient. Each session lasts two hours.

Register your interest

MAINTENANCE COURSES

Learn how to fix your bike, from brakes and punctures to more advanced repairs. Keep your bike in shape and keep riding.

BASIC MAINTENANCE

A hands-on session to give you the skills to keep your bike in check.

This training is for you if you would like to learn how to look after you bike and carry out simple maintenance.

You will learn:

- About the parts of your bike and what they do
- What to check before you ride
- How to adjust the saddle, handlebars, brakes and gears
- How to mend punctures

Led by a bike maintenance expert, you'll be in a small group with other beginners in a friendly, supportive atmosphere. It's a hands-on session which will give you the confidence and skills to keep your bike on the move.

It's best to bring your own bike to work on, but we can lend you one if necessary.

The sessions last two hours and are held across Greater Manchester. The basic maintenance course is provided at the subsidised cost of £5.

Book your place

INTERMEDIATE MAINTENANCE

Want to up your bike maintenance game?

Please note that at the moment we are only running a limited programme and these sessions are not currently available.

This course is for you if you have a basic knowledge of bike maintenance, but want to extend your skills to take on more complex tasks and save money on repairs.

The intermediate maintenance course is provided at the subsidised cost of £25.

You will learn how to:

- Adjust your brakes
- Adjust and index gears
- Inspect and replace cables
- Check and maintain your chain
- Carry out routine servicing

Led by a cycle maintenance expert, you'll be in a small group with others of similar experience in a friendly, supportive atmosphere. It's an intensive hands-on session which will give you the confidence and skills to keep your bike in top condition.

It's best to bring your own bike to work on, but we can lend you one if necessary.

The sessions last six hours and are held across Greater Manchester.

Book your place

COURSES FOR DRIVERS

SAFE URBAN DRIVING FOR LGV AND PCV DRIVERS

For professional drivers who want to be more aware of people on bikes

Please note that at the moment we are only running a limited programme and these sessions are not currently available .

This course is for you if you're a professional driver who wants to understand, and be more aware of, cyclists.

Through a mixture of conventional training, and by riding a bike out on the road, you will learn: Awareness of risks to vulnerable road users How to assess dangerous situations and avoid accidents How to use your mirrors and avoid blind spots Highway code rules About the best lighting and reflective material

This full-day session, run by qualified instructors, gives you the skills and awareness to be safe in traffic, around bikes and other vulnerable road-users, and to experience the road from a cyclist's point-of-view.

The course is accredited by the Joint Approvals Unit for Periodic Training (JAUPT) and the Fleet Operator Recognition Scheme (FORS), and can contribute to your Driver Certificate of Professional Competence (CPC).

We provide a bike but you can bring your own if you prefer and wear clothes you'll be comfortable cycling in. The training sessions are a full day long and take place in Openshaw, Manchester.

Book your place

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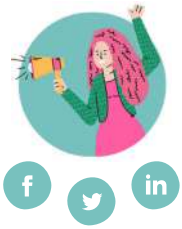
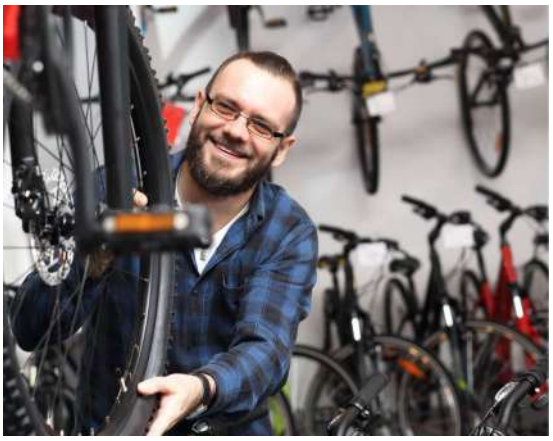


BUYING, BORROWING & RENTING BIKES

If you don't have access to a bike, TfGM can help you get started.

Access to bikes



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