Leeds City Council Residential Travel Plan Fund (RTPF) Guidance



Issued September 2023



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1 What is the Residential Travel Plan Fund (RTPF)?

The Residential Travel Plan Fund (RTPF) is a financial contribution paid by a developer and agreed as part of the planning process to promote sustainable travel options to residents. Its purpose is to mitigate some of the transport impacts of new residential developments in Leeds. It is an integral part of securing and implementing residential Travel Plans in Leeds.

The main objective of securing a Residential Travel Plan Fund (RTPF) is so that there is a budget available for the appointed Travel Plan Coordinator to provide Travel Plan measures that directly benefit the occupying residents and so that they can access sustainable travel modes for journeys to and from their new home. The intended outcome is that residents will form early sustainable travel habits from when they first move into their new home. Therefore, the RTPF fund will usually be spent on measures that directly benefit residents.

The RTPF is intended to be used flexibly to encourage households to make sustainable travel choices for as many journeys as possible, whether they are commuting to workplaces, travelling to school and education or for shopping and leisure trips.

Further guidance on what Travel Plans are, when they are required, how they are secured and how they are implemented in the Leeds City Council (LCC) local authority area is provided in the Leeds Transport Supplementary Planning Document (SPD)[1].

[1] The Leeds City Council Transport Supplementary Planning Document (SPD) is an adopted planning policy document aimed at to be used by developers, design teams and others, which sets out expectations and standards for street design, parking and Travel Plans.

2 When is it required?

LCC requires developers to pay a RTPF contribution for new residential housing developments with 50 dwellings/units or more. Student accommodation is exempt from the RTPF, although developments with 150 or more student accommodation units will need a Travel Plan and financial contributions may be sought towards specific sustainable travel measures.

3 How is the contribution calculated?

The amount of RTPF required for each development is based on the number of dwellings multiplied by the cost to a developer of an annual Countywide Bus Only Residential MCard. In 2023, this is £519.70. The cost to a developer of an annual Residential MCard is 50% of the current list price of an annual MCard, plus an administration fee of 10% (see wymetro.com for full details). A further 50% discount is applied to the RTPF for developments located within the city centre/fringe location.

4 How is it secured?

The RTPF amount and payment schedule are agreed with the developer before planning permission is granted and secured in a Section 106 legal agreement for the development. The RTPF is paid by the developer to LCC prior to the commencement of development. The amount paid is usually increased in line with general income inflation and developers are advised of this percentage increase when payment is requested.

5 Who administers the RTPF?

A Travel Plan Coordinator (TPC) is appointed by the developer prior to the commencement of development to administer the fund at each site. The Travel Plan Coordinator works with suppliers of transport measures and initiatives and is usually the main point of contact for LCC.

6 What *can* it be used for?

The TPC will determine a package of measures for the individual site. The RTPF can be used to fund a variety of sustainable travel measures. Each household will be able to choose a measure which best matches their personal circumstances on a first come first served basis. Options include, but are not limited to:

- Public transport ticket/s including bus only, rail only or bus and rail tickets. They can be annual tickets, bundles of tickets, or tickets for shorter defined periods. They can include MCards, smart cards, or app-based virtual tickets.
- A voucher for a bicycle and/or for cycling equipment.
- Membership and mobility credits for Leeds City Bikes (Leeds' docked e-bike rental scheme).
- Membership and mobility credits for Car Club (pay-as-you go car rental).



- Walking equipment e.g. waterproof clothing, specialist walking shoes or waterproof bag.
- A cycle training or cycle maintenance course or Dr Bike mechanic / servicing event(s).
- Infrastructure improvements e.g. contribution towards additional cycle storage or an additional Electric Vehicle (EV) charging point, missing footway / cycle link.
- Other initiatives that are for the general benefit of householders/residents which are considered a valid use of the RTPF

This is not an exhaustive list. Any reasonable measures which encourage and support households to make sustainable travel choices can be considered by the TPC and LCC. The type of measure delivered can have slightly different implications in terms of whether the cost includes Value Added Tax (VAT) (see Section 9).

7 What *can't* it be used for?

The aforementioned, main objectives of the RTPF mean that the fund should be spent on measures that directly benefit residents. In order to effectively deliver a Residential Travel Plan, there are additional tasks required to be undertaken by the Travel Plan Coordinator and therefore costs to the developer that cannot be paid from the RTPF. These are set out in the Travel Plan agreed at planning application stage. A list of these tasks and measures include, but are not limited to:

- Travel Plan Coordination time (general management and admin, setting up the measures etc);
- Provision of travel information and promotional literature (via website/online, printed/digital travel guides, newsletters, leaflets) etc;
- Coordination and delivery of events at the development site to promote Travel Plan measures;

It is advised that when appointing a Travel Plan Coordinator for the delivery period of the Travel Plan (minimum 5 years), these additional tasks and required budget are accounted for directly between the developer and the TPC on the understanding that they cannot be paid for from the RTPF.



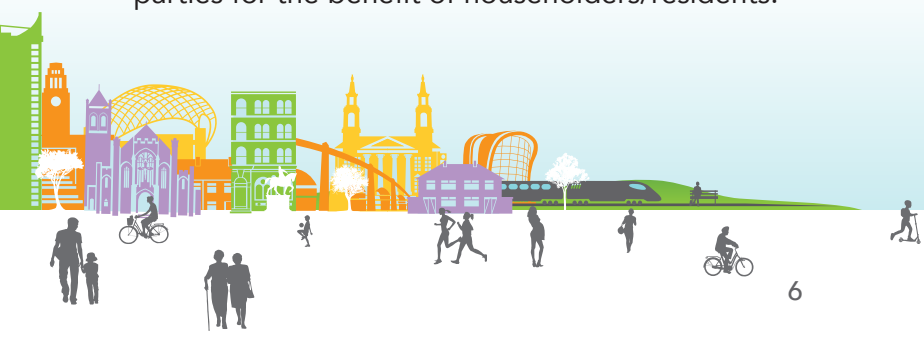
8 How is it spent?

- LCC receives the RTPF contribution from the developer.
- Prior to first occupation, the TPC is appointed by the developer and provides their contact details to LCC Influencing Travel Behaviour Team (ITB) (at travel.planning@leeds.gov.uk).
- The TPC submits a proposal to LCC outlining the RTPF package of measures for the first travel plan implementation period and estimates how much of the RTPF fund will be required.
- The TPC ensures the first RTPF proposal and release of funds is sufficient to last until the second RTPF period. The duration of the first delivery period will vary depending on which calendar month the first occupation date of the development takes place in (Table 1).

Table 1: Example Delivery Timetable

Occupation date and 1st RTPF Proposal	1st RTPF Allocation Released	1st RTPF Delivery Period (months)	2nd RTPF Proposal Submitted	2nd RTPF Allocation Released	3rd RTPF Proposal Submitted	3rd RTPF Allocation Released	4th RTPF Proposal Submitted	4th RTPF Allocation Released	5th RTPF Proposal Submitted	5th RTPF Allocation Released
Jan-23	Feb-23	14	Jan-24	Apr-24	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27
Feb-23	Mar-23	13	Jan-24	Apr-24	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27
Mar-23	Apr-23	12	Jan-24	Apr-24	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27
Apr-23	May-23	11	Jan-24	Apr-24	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27
May-23	Jun-23	10	Jan-24	Apr-24	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27
Jun-23	Jul-23	9	Jan-24	Apr-24	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27
Jul-23	Aug-23	8	Jan-24	Apr-24	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27
Aug-23	Sep-23	7	Jan-24	Apr-24	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27
Sep-23	Oct-23	18	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27	Jan-28	Apr-28
Oct-23	Nov-23	17	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27	Jan-28	Apr-28
Nov-23	Dec-23	16	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27	Jan-28	Apr-28
Dec-23	Jan-24	15	Jan-25	Apr-25	Jan-26	Apr-26	Jan-27	Apr-27	Jan-28	Apr-28

- Proposals are then submitted by the TPC to LCC every January.
- Upon approval of the TPC's proposals, a proportion of the RTPF is released to the appointed TPC in April each year by LCC. Whilst the council approves the TPC's proposals, the council does not legally commission or receive any of the goods or services paid for out of the RTPF; goods/services are either supplied directly to householders/residents or commissioned by the TPC or the developer from third parties for the benefit of householders/residents.





- The first portion of RTPF is released prior to first occupation, subsequent portions of RTPF are released each April.
- The TPC promotes the RTPF package of measures to residents. Every household at the development is made aware of the RTPF offer through promotional materials (website, travel guide, leaflets etc), prior to the point of dwelling sale/rent. They are reminded again by the TPC when they move in, and the fund continues to be promoted annually and through regular communications.
- Each household selects the RTPF measure(s) they would like to receive and the TPC ensures it is provided.
- The TPC provides an annual monitoring report to ITB which includes progress on the take-up of RTPF offers by residents, the total amount of RTPF spent to date and a proposal setting out how the fund will be spent for the forthcoming implementation period. Monitoring reports are to be provided to LCC by the end of January each year.
- The process is repeated on an annual basis, with further portions of the RTPF being released by ITB to the TPC annually in April each year. Further release of funds is subject to satisfactory take up of measures by residents and the provision of satisfactory monitoring information to ITB.
- If the annual portion of RTPF has been spent before the annual monitoring report is due and residents require more measures, the TPC should contact ITB to discuss the release of further funds.

9 Payment/Reimbursement from the RTPF and Value Added Tax (VAT)

- **Payment into the RTPF by the developer**

The payment of the financial contribution by the developer into the RTPF held by the council under the terms of the section 106 agreement is outside the scope of VAT.

The funding in the RTPF is then used to support a number of different measures that benefit the householders/residents of the development. The measures are approved by the council but implemented by the TPC who is appointed by the developer.

The level of funding secured for the RTPF when planning approval is applied for will reflect the fact that some of the costs to be covered by the RTPF will not be VAT bearing, some will be inclusive of 20% VAT and some may be exclusive of VAT as, depending on the circumstances, the TPC or the developer may be able to claim the VAT element back on some of the costs.

- **Payments out of the RTPF**

  - **Goods /services commissioned/requested directly by the householder**

    Public transport ticket/s including bus only, rail only or bus and rail tickets are zero rated for VAT.

    Vouchers for bicycles and/or for cycling equipment, membership and mobility credits for Leeds City Bikes, membership and mobility credits for Car Club (pay-as-you go car rental), walking equipment e.g. waterproof clothing, specialist walking shoes or waterproof bag are all liable to the standard rate of VAT (currently 20%).

    Where the goods/services are supplied directly to the householder by the provider (i.e. the transport provider, car/bike rental provider, bike/equipment provider), because the goods/services have been supplied to the householder, no VAT is recoverable by any party. In these circumstances, the cost to the RTPF of standard rated goods and services will be the VAT inclusive cost.

    Invoices for reimbursement of the cost of goods/services supplied directly to the householder by the provider (i.e. the transport provider, car/bike rental provider, bike/equipment provider) should be clear that the good/services have been supplied directly to the householder.

    The request for reimbursement from the RTPF should not be on a VAT invoice addressed to either the council, the TPC or the developer as this would imply that the goods/services have been supplied to the council, the TPC or the developer – which is not the case. The request should just be a request for re-imbursement for the value of goods /services supplied to householders/residents. The provider will need to be re-imbursed out of the RTPF with the VAT inclusive amount of the goods/services.

    Where payment from the RTPF is by cheque requisition, this mitigates the risk of the council claiming VAT in error.

  - **Goods/services commissioned by the TPC or Developer for the general benefit of householders/residents which are permitted for payment out of the RTPF**

    Services such as cycle training events or cycle maintenance courses provided by the Travel Plan Coordinator (if a separate organisation is appointed by the developer and not an in-house role) are liable to VAT at the standard rate (currently 20%).

    The VAT rate applicable to infrastructure improvements will vary, depending upon what has been commissioned e.g. contractors will charge standard rate for installing additional EV charging points; the council will not charge VAT for works that are its statutory responsibility such as dropped kerbs and footpath improvements.

    Where the TPC or the developer commissions a third party provider to deliver services that are for the general benefit of householders/residents and payment from the RTPF is permitted, if the provider issues VAT invoices for standard rated services addressed to the party that has commissioned the service - i.e. the TPC or the developer, VAT charged by the provider can be recovered by the party who has commissioned the service and holds the VAT invoice. LCC should retain a copy of the invoice to evidence the basis of the payment.



The VAT inclusive amount (if VAT is applicable) will be paid to the service provider/contractor out of the RTPF. However, if the commissioner of the service - the developer or the TPC - is able to recover the VAT charged by the service provider/ contractor, this should be recognised when determining the developer's contribution to the RTPF.

Where payment from the RTPF is by cheque requisition, this mitigates the risk of the council claiming VAT in error.

- **Payments for services that are not to be met out of the RTPF**

Where the developer commissions the TPC, or the TPC commissions any provider, to deliver additional tasks, as exemplified in Section 7 above, and the cost of such services is NOT to be met from the RTPF, the TPC or other provider should address their invoices to the person who has commissioned the services (the developer or the TPC) and send the invoices directly to the commissioner (the developer or the TPC) for payment.

At the end of that implementation year a statement of what the Fund has been spent on must be issued to LCC and the commissioning developer identifying which items were provided directly to householders by third party suppliers and which items were provided to householders by the TPC.



10 What happens if the Travel Plan implementation period is ending and there are unspent funds?

- The TPC should ensure that the RTPF is well promoted prior to occupation and in the first few years of occupation as this will reduce the likelihood of unspent funds. Some Travel Plans specify that the TPC should remain in post until the RTPF is fully spent. Where this is not specified, the TPC should liaise with the ITB team in good time, at least 12 months before the review period is complete and agree alternative methods to spend the remaining fund.
- If all residents have been given the opportunity to take up an RTPF measure, residents who have already received one measure will be offered a second opportunity, on a first come first served basis. Alternatively, the remaining fund will be used to deliver measures that will benefit multiple residents.
- For phased developments, the RTPF should not be re-offered to households until the whole development is fully occupied. For rental developments, where household turnover may be more frequent, any remaining RTPF should be promoted to new occupiers in the first instance.
- If there is funding left over after the end of the monitoring period, Leeds City Council will allocate the funding to sustainable travel initiatives or infrastructure within the locality of the development.

11 What happens when the RTPF is fully spent?

If the fund is fully spent before the travel plan implementation and review period is complete, the TPC should continue to report annually for the period specified in the Travel Plan. The report should include the success or otherwise of the funded measures to support travel behaviour change at the development, as well as progress towards the targets agreed in the Travel Plan. TPCs are encouraged to provide case study materials and information about the delivery, take up and use of the RTPF which will be used to share best practice and/or lessons learned.

12 What Happens if the Travel Plan Coordinator Changes Midway Through the Implementation Period?

Should the developer decide to change who delivers the Travel Plan Coordination role midway through the Travel Plan implementation period, the developer is responsible for ensuring that any unspent RTPF funds already released to the appointed Travel Plan Coordinator are transferred to the new appointment. The developer must also provide information to the newly appointed TPC about which properties have taken up which offer(s). The developer must contact Leeds City Council to provide new TPC contact details, a balance of the RTPF funds being transferred and a breakdown of what the RTPF has been spent on in that year to date.

13 Roles and responsibilities
(see RTPF flow chart at Appendix 1)

13.1 Developers are responsible for:

- Ensuring prompt payment of the RTPF to LCC in line with what was agreed in the Section 106 Agreement (S106) i.e. in full, prior to commencement and/or in instalments as occupation triggers are met.
- Appointing a TPC to administer the RTPF before the development is first marketed.
- Engaging the TPC for the period specified in the Travel Plan e.g. five years post full occupation.
- Ensuring the RTPF is promoted in all sales or letting marketing material (both print and digital).

13.2 The Travel Plan Coordinator (TPC) is responsible for:

- Administration, delivery, and monitoring of the RTPF.
- Providing an annual proposal to LCC setting out how the RTPF will be spent and how much of the fund is required.
- Negotiating and setting up purchasing arrangements with retailers/providers of sustainable travel products e.g. cycling and walking equipment suppliers, public transport ticket providers, providers of cycle training and/or cycle maintenance courses etc.





- Creating bespoke promotional materials (print/digital) for each development setting out the RTPF offer, explaining what funded measures are available and how to apply.
- Ensuring RTPF promotional materials are made available to householders both prior to sale/rental, at occupation and throughout the delivery period.
- Sending regular reminders about the RTPF offer to residents until the fund is fully spent.
- Liaising with households to find out what RTPF option they prefer, utilising a personalised journey planning tool or a preference form as appropriate.
- Arranging the set-up and payment for bespoke RTPF initiatives/products for individual householders and ensuring measures are issued promptly.
- Acting as an ongoing contact point for resident queries about the RTPF.
- Maintaining detailed, accurate financial records on the spend of the RTPF, in accordance with General Data Protection Regulations (GDPR).
- Reporting on the progress of the RTPF in an annual Travel Plan monitoring report including methods of promotion, uptake of each measure by householders, amount spent on each measure, amount of unspent fund and a proposal for future promotion of the offer. The monitoring report should be provided by the end of January each year.

13.3 Leeds City Council's Influencing Travel Behaviour (ITB) Team is responsible for:

- Overseeing the administration of the RTPF and reviewing how the RTPF is spent.
- Ensuring developers pay their RTPF contribution prior to first occupation or in line with the S106 Agreement.
- Ensuring an initial portion of RTPF is released to the TPC prior to first occupation of the development, then approving subsequent instalments of the RTPF to the TPC annually in April, until the Travel Plan review period has ended.
- Releasing agreed portions of the RTPF to the Car Club provider where applicable. Payment will be by instalment until the ring-fenced Car Club fund is fully spent. ITB will only release further instalments to the Car Club provider when the initial amount is spent.
- Reviewing monitoring information provided by TPCs.

- Recording any unspent RTPF and working with LCC colleagues to identify how they can be spent to improve sustainable travel options.

To discuss RTPFs or any other matters regarding travel planning at residential developments, contact LCC Influencing Travel Behaviour Team at travel.planning@leeds.gov.uk.

13.4 Households/Residents are responsible for:

The RTPF offer is intended for use by each household to support and encourage sustainable travel choices and should not be sold or passed on to a 3rd party. Householders are responsible for:

- Applying to the TPC for their preferred funded measure.
- Acknowledging receipt of the funded measure.
- Using the measure in accordance with the individual terms and conditions of the product.
- Reporting on take up and use of the funded measure by participating in the annual travel survey.

13.5 West Yorkshire Combined Authority Residential MCard team are responsible for:

The West Yorkshire Combined Authority provides heavily discounted Residential MCard products for householders at sites with an approved Travel Plan (see wymetro for full details). WYCA are responsible for:

- Providing households with MCard application forms by email and distributing MCards to residents in a timely manner. Tickets are issued on the 1st of the month. Applications must be received by the 15th of the month for a ticket to be issued on the 1st of the following month.
- Issuing invoices to the TPC.
- Recording the take-up and usage of Residential MCards for each residential development and sharing this data with TPCs so that it can be included in annual monitoring reports.

To discuss applications for Residential MCards contact prepayments@westyorks-ca.gov.uk

13.6 Leeds City Council Car Club are responsible for:

At some residential developments a Car Club Bay and vehicle is provided or is already available nearby and in accordance with the Travel Plan, the TPC will include an offer of Car Club membership and a drivetime voucher within the suite of sustainable travel offers available to residents. Car Club membership and drivetime will be available in addition to any other sustainable travel measures e.g. public transport tickets or bicycle vouchers. The preferred Leeds City Council Car Club provider is responsible for:

- Installing a car club vehicle/s on site as close to first occupation as possible.
- Issuing invoices to the TPC.
- Liaising with the site TPC and providing details of the site car club membership and free trial offer for residents.
- Marketing the car club to residents.
- Recording householder uptake of the car club offer and usage of the car club vehicle/s. Sharing this data with the TPC so that it can be included in annual monitoring reports.

To discuss Leeds City Car Club contact helpdesksupport@enterprisecarclub.co.uk or membership@enterprisecarclub.co.uk. Membership and use FAQ are available at Enterprise Car Club Help Centre

Appendix 1 - Residential Travel Plan Fund (RTPF) Process Map

Planning application submitted

Planning application approved

Development commences and marketing begins for sales/letting

ITB

Calculate RTPF amount and agree contribution with Developer

DEVELOPER

Signs S106 Agreement which includes contribution amount/s and trigger/s for payment

ITB

Check if RTPF trigger has been met and if Developer contribution has been paid (in part or full) or Arrange for S106 team to invoice Developer and check it has been paid to LCC

DEVELOPER

Appoints Travel Plan Coordinator (TPC) and pays first RTPF contribution to LCC

TPC

Prior to first occupation

- Provide contact details to ITB
- Negotiates offers with providers
- Provide RTPF proposal to ITB
- Send a request for payment to ITB for first portion of RTPF
- Request MCards (minimum batch of 10) from WYCA
- Request free trial code from Car Club provider
- Produce & distributes RTPF marketing material to residents
- Obtain residents' preferences
- Purchase bespoke measures
- Distribute chosen measures to residents

ITB

Annually until monitoring period ends

- Agree amount and timing of first RTPF instalment with TPC
- Arrange for payment of subsequent RTPF Requests for Payment

SUSTAINABLE TRAVEL OFFER SUPPLIERS

(including WYCA and Car Club)

Invoice TPC for measures claimed by residents

TPC

Annually until monitoring period ends

- Conduct resident travel survey and/or traffic counts as specified in the Travel Plan
- Obtain data about the take up of measures from providers including WYCA/Car Club/ cycle shop etc
- Provide monitoring report in January
- Invoice ITB for the next instalment of the RTPF
- Promote & distribute measures to residents

ITB

Annually until monitoring period ends

- Review monitoring report in February/ March
- Approve instalments of RTPF with TPC / Car Club provider in April

SUSTAINABLE TRAVEL OFFER SUPPLIERS

(including WYCA and Car Club)

Invoice TPC for measures claimed by residents

Appendix 2 - Residential Travel Plan Fund (RTPF) Implementation Schedule

RTPF implementation schedule	Prior to 1st occupation	As specified in Travel Plan	Jan	Feb	Mar	Apr-Dec
RTPF Set Up and 1st Year						
TPC submit 1st RTPF proposal						
ITB approve 1st RTPF proposal						
TPC submit 1st RTPF Request for Payment						
ITB approve 1st RTPF Request for Payment						
LCC Finance pay 1st RTPF Request for Payment						
TPC promotes RTPF measures						
TPC conducts 1st survey						
TPC submits 1st monitoring report						
ITB approve 1st monitoring report						
Annual Schedule for Years 2-5+						
TPC submits RTPF monitoring report and proposal						
ITB approve RTPF proposal						
TPC submits RTPF Request for Payment						
ITB approve RTPF Request for Payment						
LCC Finance pay RTPF Request for Payment						
TPC promotes RTPF measures						
TPC conducts travel survey						





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