

# TRICS Data Collection Guidance Note – Public Transport Information

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This guidance note is to assist TRICS data collection contractors in gathering the necessary supporting information for all surveys on local public transport provision. It goes through the TRICS data collection form public transport section stage by stage.

## Public Transport Provision Summary

This first section is a table of all buses, trams and trains that stop within 400 metres radius (for buses and trams) and 1 kilometre radius (for trains) of a surveyed site (measured from any point of access) for set time periods. It is important to note the following conditions for populating this table:

- The 400 metre and 1-kilometre radii are “crow-fly” distances, so are not road distances or any other measurement, and the distances apply to any of the site’s access points (vehicular and pedestrian).
- The figures in this table represent the total number of physical buses, trams or trains, regardless of their service frequency, that stop during their journeys within the stated radii. Even if some services do not meet the inclusion criteria of the separate individual bus/tram and rail services tables (see further down), as long as they stop within the stated radii, they should be included in the public transport provision summary table.
- It doesn’t matter how many times the vehicles stop within the stated radii along their service route. For example, if a bus stops once or three times within the 400 metres site radius during its route from east to west, in both cases it should only count as one bus in the table.
- The figures in this table should be bi-directional (unless a service is a circular route that travels in one direction only). This means that if a bus stops within the stated inclusion radius on its route heading east to west, and then stops again upon its return journey heading west to east, this bus should be recorded twice (adding 2 to the table in each applicable data field). The same applies to trams and trains. A circular service heading in only one direction, should it stop within the stated radius, would add just 1 to the table.
- Even if a bus/tram/rail route ends at the location of a site being surveyed, or a short distance from it, it should still be represented in both directions in the public transport provision summary table, as every bus/tram/train movement is valid and you could have people getting off buses/trams/trains arriving from one direction to visit a site, and then people could get on the same vehicle that is about to head back in the opposite direction. The only exception is a circular bus service that only heads in one direction (see the point above).

Here is an example of a public transport provision summary table.

PUBLIC TRANSPORT PROVISION SUMMARY				
<u>HOW MANY BUSES, TRAMS AND TRAINS (IN TOTAL - BOTH DIRECTIONS) STOP WITHIN 400 METRES (1 KILOMETRE FOR TRAINS) OF THE SITE DURING THE FOLLOWING PERIODS (PLEASE COMPLETE TABLE BELOW).</u>				
DAY	PERIOD	BUS/TRAMS 400M	TRAINS 1KM	TOTAL SERVICES
Monday-Friday	0700-1900	216	48	264
Monday-Friday	0700-1000	54	12	66
Monday-Friday	1600-1900	54	12	66
Saturday	0700-1900	168	24	192
Sunday	0700-1900	96	24	120

Reason for blank table

In this example, there are three separate bus services, as shown further down this document in the individual services table. One service runs at 4 buses per hour, another runs at 3 buses per hour, and the third runs at 2 buses per hour (so we have a total of 9 buses per hour in a single direction). There are no other bus services that stop within a 400-metre radius of the site. Each of the services retain the same frequency throughout the 0700-1900 period from Monday to Friday, whilst on Saturdays the frequency reduces to 7 buses per hour, and on Sundays this reduces further to buses per hour.

The figure shown in the table above for the Monday-Friday 0700-1900 period is 216 buses. As the frequency of the services (9 buses per hour) remains constant throughout the 0700-1900 period, we can calculate the total number of buses to go into this data field by multiplying the total bus service frequency by the number of hours within the stated time period, and then multiply this by 2 to represent all buses travelling in two directions past the site (for example east to west and then west to east), as represented here:

$$\text{Frequency (9) x Hours (12) x Directions (2) = 216 buses}$$

For the Monday-Friday 0700-1000 period we would calculate the figure as follows:

$$\text{Frequency (9) x Hours (3) x Directions (2) = 54 buses}$$

Similarly, for the Saturday 0700-1900 period, taking into account the reduced frequency from 9 to 7 buses per hour Saturdays, we get the following:

$$\text{Frequency (7) x Hours (12) x Directions (2) = 168 buses}$$

You can see all of these figures in the example table above.

In the example used here, the table is straightforward, with a consistent frequency of services per hour and no circular services going in one direction only. However, in reality you will find that many bus services can be irregular, in that they might, for example, stop once per hour at some times of the day, and then increase to 2 per hour at busier times before reducing again. There may also be inconsistencies when you compare the morning peak to the evening peak, with some services having higher frequencies in the mornings but not as high in the evenings, etc. Therefore, the public transport provision summary table for any individual site must reflect all such variations in its final figures. The most important thing is to ensure that the total number of buses/trams/trains that stop within the stated radii, subject to the conditions listed in the above bullet points, are displayed in the table. These total figures will also include any services that do not meet the inclusion criteria of the separate individual services tables.

Underneath the public transport provision summary table there is a “Reason for blank table” field. In our example we can see it here:

Reason for blank table

This field should be selected as “n/a” if there are any figures in the public transport provision summary table. If there are no figures in the table (meaning that there are no services that stop within the stated radii at all), then this field should be selected as “No local p/t” as shown here:

Reason for blank table

There shouldn’t be any cases where the field is selected as “Local p/t not known”, but this option is available as a contingency for rare circumstances.

## Bus and Tram Services

This next section of the public transport information covers bus service accessibility and information on individual services that meet a specific set of inclusion criteria, which is not to be confused with the more inclusive criteria used to populate the public transport provision summary table (see the section above).

The first data field in this section asks if there is a dedicated bus service for this site, as shown here:

Is there a dedicated bus service for this site?

The following conditions will determine if this data field is to be marked as “Yes” or “No”:

- If the site has internal bus stops within the site’s external boundaries (i.e. within the site access points), then this field should be marked as “Yes”. These bus stops can either be public stops or stops specific to the development being surveyed (for example a shuttle bus for an office site or a school bus that stops within a school site).
- If there are no internal bus stops within the site’s boundaries, but there is a site-specific stop outside the site (for example a shuttle bus for an office site or a school bus that stops just outside a school being surveyed), then this field should be marked as “Yes”.
- If there are no internal bus stops of any type within the site’s boundaries, and there are no site-specific stops outside the site, but there are public bus stops outside the site, then this field should be marked as “No”.

If the answer to this question is “Yes”, then the number of years that such a service has been running (at the time the survey took place), should also be displayed, as per the example shown here:

Is there a dedicated bus service for this site?  
For how many years has this been running?

The next fields show whether there are any bus stops within 400 metres radius of the site, along with information on conveniently located crossing facilities to reach the site from the stop(s). Therefore, if there are any active bus stops located within 400 metres radius of any of the site’s access points (vehicular or pedestrian), the field should be selected as “Yes” as shown here:

Is there at least one bus stop within the site or 400 metres of site access points?

Is there a conveniently placed crossing facility where it is necessary to cross the road?

Are there at least 2 buses per hour, per direction serving the population within 5km?

As shown above, when the field is marked as “Yes” then next field appears, which asks if there is a conveniently placed crossing facility. In our example it is also marked as “Yes” (it is shown as blank to begin with).

A third data field in this grouping is also shown, and it asks are there at least 2 buses per hour, per direction, serving the population within 5 kilometres. When it says “population”, it means any significant areas of population within a 5-kilometre radius (Monday to Saturday). If there are any bus services meeting this inclusion criteria then this data field should be marked as “Yes” as shown here:

Is there at least one bus stop within the site or 400 metres of site access points?

Is there a conveniently placed crossing facility where it is necessary to cross the road?

Are there at least 2 buses per hour, per direction serving the population within 5km?

What are the service characteristics? (Do not include both directions for a route)

It is at this stage that the bus/tram individual services table appears and should be completed for each individual service that meets the inclusion criteria stated above. In our example we have the following services shown:

ROUTE #	DESTINATION	NUMBER PER HOUR	TIME TO DESTINATION
30	Brighton	4	25
172	Hastings	3	52
27	Chichester	2	48

It is important that the individual bus/tram services are populated in the correct way on the data collection form. The conditions for the population of this table should be noted, and are as follows:

- Each individual bus service (for example Route 30 shown above) should only be represented once. Unlike the public transport provision summary table (see the first section of this document), the individual services table represents one single direction of a bus/tram route (for example only east to west or only west to east).
- The destination name displayed should be the most relevant in terms of an area of significant population. This will be a subjective opinion of the data collection contractor. The destination shown must be single and should clearly show what that destination is in terms of the town/city/village, so something like “Brighton/Hastings” or “Brighton-Hastings” would not meet the criteria. Similarly, a destination such as “Smith Street” would not be acceptable. However, should the site be located in Brighton, the destination could show “Smith Street (Brighton)”.
- The destination shown does not have to be within a 5-kilometre radius. The idea is to provide TRICS users with a decent summary of where local bus services go. As shown in the example above, some of the destinations are further than 5 kilometres from the site, so the individual bus service inclusion criteria (significant areas of population within 5 kilometres radius) does not mean that only destinations within that radius should be displayed; this inclusion radius is only there to ensure that all services shown in this table do serve local areas of significant population.

- If an individual service in the table heads in one direction for only 2 minutes and then in the opposite direction for 25 minutes, then it would be normal practice to show the destination that is 25 minutes away, again to provide better context for TRICS users (as it would show a longer route, as long as that route meets the inclusion criteria of serving local areas of significant population within a 5-kilometre radius).
- If an individual service is a circular service, but otherwise meets the inclusion criteria of at least 2 services per hour, then it should be included in the table with the word “circular” shown. However, the destination name couldn’t be something such as “Brighton (circular)”, as this does not specify a destination to be represented that can correspond with a journey time. Instead, a specific part of that circular route should be identified, for example “Brighton Station (circular)”.
- The frequency per hour figure for an individual bus/tram service should be the average throughout the 0700-1900 (Monday-Saturday) period, as it is understood that frequencies can vary for services throughout the day. As long as the average frequency meets the 2 buses/trams per hour per direction inclusion criteria then the individual service can be included in this table.
- The time to destination for any of the individual bus services shown in the table should represent the time taken by bus/tram to reach the stated destination.

If the number of individual bus services meeting the inclusion criteria for this table exceed the four rows available on the data collection form, data collection contractors are encouraged to add the information for these services as comments alongside the table provided (see the example below where a comment has been added for service with a frequency of less than 2 buses per hour). Contractors can also add these additional services on their own extra worksheet. All of these extra services should be included in the public transport provision summary table (see the first section of this document).

Data collection contractors often also include individual services in the table with 1 bus/tram per hour. Although this has not met the inclusion criteria (this being at least 2 services per hour per direction), hourly services can still be input by the data collection contractor, as the TRICS team can then add this information as comments in the public transport details section of the database and then remove the hourly service from the table manually. If there are any other services with frequencies less than 2 per hour per direction, then data collection contractors should add these as comments to the data collection forms, either to the right of the table or on their own added worksheet. This assists the TRICS team when it comes to validating data and assessing the correlations between the individual bus/tram services tables and the public transport provision summary tables. An example might be something like the following:

ROUTE #	DESTINATION	NUMBER PER HOUR	TIME TO DESTINATION	
30	Brighton	4	25	Additional bus services: Horsham 1 per hour 38 minutes Portslade 4 per day 20 minutes
172	Hastings	3	52	
27	Chichester	2	48	

In this example, the data collection contractor has manually typed the additional services comment. Note that in such cases, these additional services that are not included in the individual services table should also be included when it comes to adding up the figures for the public transport provision summary table (see the first section of this document).

## Rail Services

This final section of the public transport information covers rail service accessibility and information on individual services that meet a specific set of inclusion criteria, which is again not to be confused with the more inclusive criteria used to populate the public transport provision summary table (see the first section of this document).

The first data field shows whether there are any rail stations within a 1-kilometre radius of the site, along with information on whether pedestrian access to the station is considered to be satisfactory. Therefore, if there are any active rail stations located within a 1-kilometre radius of any of the site's access points (vehicular or pedestrian), the field should be selected as "Yes" as shown here:

Is there at least one rail station within the site or 1km of site access points?	<input type="text" value="Yes"/>
Is pedestrian access to the station considered to be satisfactory?	<input type="text" value="Yes"/>
Are there at least 2 trains per hour, per direction serving population within 10km?	<input type="text" value=""/>

As shown above, when the field is marked as "Yes" then next field appears, which asks if pedestrian access to the rail station is considered to be satisfactory. In our example it is also marked as "Yes" (it is shown as blank to begin with).

A third data field in this grouping is also shown, and it asks are there at least 2 trains per hour, per direction, serving the population within 10 kilometres. When it says "population", it means any significant areas of population within a 10-kilometre radius (Monday to Saturday). If there are any rail services meeting this inclusion criteria then this data field should be marked as "Yes" as shown here:

Is there at least one rail station within the site or 1km of site access points?	<input type="text" value="Yes"/>
Is pedestrian access to the station considered to be satisfactory?	<input type="text" value="Yes"/>
Are there at least 2 trains per hour, per direction serving population within 10km?	<input type="text" value="Yes"/>
What are the service characteristics? (Do not include both directions for a route)	<input type="text" value=""/>

It is at this stage that the rail individual services table appears and should be completed for each individual service that meets the inclusion criteria stated above. In our example we have the following services shown:

DESTINATION	NUMBER PER HOUR	TIME TO DESTINATION
London Victoria	2	62

It is important that the individual rail services are populated in the correct way on the data collection form. The conditions for the population of this table should be noted, and are as follows:

- Each individual rail service should only be represented once. Unlike the public transport provision summary table (see the first section of this document), the individual services table represents one single direction of a rail route.
- The destination name displayed should be the most relevant in terms of an area of significant population/importance. This will be a subjective opinion of the data collection contractor. The destination shown must be single and should clearly show what that destination is in terms of the town/city/village, so something like "Gatwick Airport/London" or "Brighton-London" would not meet the criteria.

- The destination shown does not have to be within a 10-kilometre radius. The idea is to provide TRICS users with a decent summary of where rail services go. As shown in the example above, the destination is further than 10 kilometres from the site, so the individual rail service inclusion criteria (significant areas of population within 10 kilometres radius) does not mean that only destinations within that radius should be displayed; this inclusion radius is only there to ensure that all services shown in this table do serve local areas of significant population.
- If an individual service in the table heads in one direction for only 10 minutes and then in the opposite direction for 62 minutes, then it would be normal practice to show the destination that is 62 minutes away, again to provide better context for TRICS users (as it would show a longer route, as long as that route meets the inclusion criteria of serving local areas of significant population within a 10-kilometre radius).
- The frequency per hour figure for an individual rail service should be the average throughout the 0700-1900 (Monday-Saturday) period, as it is understood that frequencies can vary for services throughout the day. As long as the average frequency meets the 2 trains per hour per direction inclusion criteria then the individual service can be included in this table.
- The time to destination for any of the individual rail services shown in the table should represent the time taken by rail to reach the stated destination.

If the number of individual rail services meeting the inclusion criteria for this table exceed the four rows available on the data collection form, data collection contractors are encouraged to add the information for these services as comments alongside the table provided (see the example below where a comment has been added for service with a frequency of less than 2 trains per hour). Contractors can also add these additional services on their own extra worksheet. All of these extra services should be included in the public transport provision summary table (see the first section of this document).

As with bus and tram services, data collection contractors often also include individual services in the table with 1 train per hour. Although this has not met the inclusion criteria (this being at least 2 services per hour per direction), hourly services can still be input by the data collection contractor, as the TRICS team can then add this information as comments in the public transport details section of the database and then remove the hourly service from the table manually. If there are any other services with frequencies less than 2 per hour per direction, then data collection contractors should add these as comments to the data collection forms, either to the right of the table or on their own added worksheet. This assists the TRICS team when it comes to validating data and assessing the correlations between the individual rail services tables and the public transport provision summary tables. An example might be something like the following:

DESTINATION	NUMBER PER HOUR	TIME TO DESTINATION
London Victoria	2	62

Additional rail services:  
Eastbourne 1 per hour 26 minutes

In this example, the data collection contractor has manually typed the additional services comment. Note that in such cases, these additional services that are not included in the individual services table should also be included when it comes to adding up the figures for the public transport provision summary table (see the first section of this document).

An important note for rail services is the fact that there are different types that are represented in TRICS. Outside of Greater London we just have “National Rail” which encompasses all rail services including specific local services such as the Metro system in Newcastle etc. In such cases where these local services are in operation and meet the inclusion criteria for the public transport provision summary table and/or the individual rail services table, they should be included alongside National Rail services. However, the correct text indicating this inclusion would be useful. An example in the individual rail services for a site in Newcastle could be something like “Gateshead (Metro)”.

Within Greater London there is a split of rail types between the following:

- National Rail
- Overground
- Underground
- Docklands Light Rail

All of these different services should be included in the individual rail services table where any meet the inclusion criteria, and they should also be included in the public transport provision summary table in the usual way, with the figures shown within this table being the sum of all services of all types that meet its inclusion criteria (see the first section of this document). The destination names of Overground, Underground and Docklands light Rail services are subject to the same conditions as shown above for National Rail services, so these can be displayed, for example, as perhaps “Edgware Road (Underground)” or “Canary Wharf (DLR)” to provide better context for TRICS users.

Accordingly for Greater London sites, the question of whether there are rail stations within a 1-kilometre radius will apply equally to Overground, Underground and Docklands Light Rail services as it does for National Rail Services, so if any of these services are represented within the specified radius the answer for this data field will be “Yes”.