Writing a Successful Travel Plan

A guide to developers

July 2013

CONTENTS

<div style="float:right">PAGE</div>

APPENDICES

FOREWORD

This set of guidance notes has been written to support the practical implementation of sustainable travel objectives of Leicestershire's adopted Local Transport Plan 2011-2026 (LTP3) and in Leicestershire District and Borough Councils' Strategies and Plans. This will be achieved by encouraging the safe and convenient use of sustainable transport alternatives and promoting accessibility in Leicestershire to:

- Manage vehicular travel demand to reduce the negative impact on the local transport system, environment and communities;

- Provide practical measures to implement the public sector's equality duty, and to demonstrate commitment to provide better access for all;

- Implement sustainable and accessible development;

- Assist the growth agenda by managing vehicular traffic demand.

The Guide also supports the local implementation of policies 43 to 46 of the adopted Regional Transport Strategy (Section 3.4 of the East Midlands Regional Plan of March 2009) [Note that the SoS for Transport has indicated his wish to see Regional Plans discontinued but (as at September 2012) they remain a part of the development plan for any area, and so effect must be given to them in accordance with section 38(3) and (6) of the Planning and Compulsory Purchase Act 2004 unless material considerations indicate otherwise.]

This Guide also supports the practical implementation of Section 4 'Promoting Sustainable Transport' of the Government's National Planning Policy Framework (NPPF) (DCLG March 2012) which states, amongst other things, the following:

- The transport system needs to be balanced in favour of sustainable transport modes giving people a real choice about how they travel… (para.29);
- Encouragement should be given to solutions which support reductions in greenhouse gas emissions and reduce congestion... (para 30);
- Plans and decisions should take account of whether the opportunities for sustainable transport modes have been taken up and whether safe and suitable access to the site can be achieved for all people… (para 32);
- Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people… (para. 35)
- All developments which generate significant amounts of movement should be required to provide a Travel Plan... (para 36)

WHO SHOULD READ THIS GUIDANCE?

- Developers (and their agents) - seeking planning permission for any development likely to generate additional traffic or parking pressures.
- 'Occupiers' – Senior Managers of organisations that will occupy and use developments requiring the end user/occupier to prepare and operate a Travel Plan, together with employees of such organisations and visitors to such sites whose travel choice options may be affected.
- Local Planning Officers and Highways Development Management Officers that consider applications. This Guide sets out a clear methodology for assessing a submitted Travel Plan in order that its suitability can be determined. Model S106 clauses are also included
- Third Parties (including neighbours) who may be affected by the travel and parking implications of a development or who may be expected to assist in the delivery of proposals of Travel Plans
- Voluntary organisations and community groups looking to promote sustainable modes of travel.

WHAT THIS GUIDANCE DOES NOT COVER:

Although it is recognised and welcomed that some businesses / organisations may wish to voluntarily develop Travel Plans in order to reduce their carbon footprint, or to assist with other objectives such as reduced parking requirements, this guidance is primarily for developments requiring planning consent. However, this guidance can provide a useful start for those seeking to develop a Travel Plan for reasons other than a planning application.

- Separate arrangements within Leicestershire are made with regards to School Travel Plans (including new schools subject to planning applications) and these are dealt with by the 'Travel Choice and Access Team' who work to a School Travel Plan national standard. Also, in some situations, highway authorities are pursuing Area-Wide Travel Plans (rather than for individual sites). This could suit redevelopment scheme or existing development locations where there are existing acute transport problems.

- This guidance does not specifically suit Area-wide Travel Plans (collective plans that go beyond 'Framework Travel Plans) since they require significant additional steerage and stakeholder involvement, and are not secured via the planning process. Nevertheless, the principles in this guidance could be used as a starting point for such work.

- Early pre-application discussions between a developer and the County Council are strongly recommended to discuss the type of travel plan required. Indeed, discussions about the type of travel plan should form part of the Scoping Statement undertaken by the developer's agent prior to undertaking the Transport Statement/Assessment.

1.0 WHAT IS A TRAVEL PLAN?

A Travel Plan should be a reasoned 'action plan' designed to help organisations implement measures to reduce the need for people and goods to travel to and from a site and to facilitate and encourage the remainder to travel more sustainably. It should help to reduce local traffic and parking congestion, pollution, and 'carbon footprint' and help to promote healthy lifestyles, economic growth and environmental improvement.

Like any business action plan, a travel plan should first consider the site's current characteristics and contexts in travel and transport terms (including an evaluation of the 'necessity to travel' at a specific site), That should be followed by firmly proposed actions to achieve specific, more sustainable, travel outcomes.

A travel plan should, in particular, propose measures to facilitate and encourage the use of sustainable travel alternatives (such as walking, cycling or public transport use), while discouraging Single Occupancy Vehicle (SOV) travel and parking (particularly trips at peak hours or on congested routes and trips in high fuel consumption and high emission vehicles).

THE AIMS OF A TRAVEL PLAN

Travel planning is considered an integral part of the wider implementation of an area's sustainable transport strategy and should support the main objectives put forward in Leicestershire's Local Transport Plan 3 (LTP3) and the NPPF.

A good Travel Plan will demonstrate that the management of an organisation:
- **takes responsibility** for all the traffic and environmental impacts and costs of the movements of people and goods to and from its site and has sought to minimise the need for travel and parking in the first place - whether for commuting, visitor/customer journeys, business/operational miles or goods/freight traffic.
- **is committed** to monitoring and reducing the impact and cost of the development, particularly by minimising peak hour, SOV trips in higher emission vehicles and is committed to promoting the use of more sustainable alternatives and offering real choice and accessibility to all those that have to travel to their site.
- **will take practical steps and devote resources** to implement and maintain the measures to achieve the objectives and targets
- **has support** from the people that will be affected by the measures proposed and from all the key partners needed to deliver that plan's targets.
- **Seeks to work with** the authorities and wider community in:
  - Supporting the economy and population growth of Leicestershire by providing a safe, reliable and conveniently accessible transport system for all people and goods.
  - Encouraging more sustainable 'active travel' through walking, cycling and use of public transport as alternatives to less sustainable vehicle use for many local journeys.
  - Reducing the negative impacts and costs to our wider economy and environment of the unthinking or unconstrained use of our transport systems.

WHAT SHOULD A TRAVEL PLAN COVER?

It is recognised that there is no national standard format or content for Travel Plans. Given the range of types of sites and developments, each plan should be tailored to reflect the unique location, operation and accessibility characteristics of the activities to be conducted at that site.

A Travel Plan should not just cover commuter journeys; it should also address business, residential and operational journeys, visitors/customer/patient trips and goods deliveries to and from business and residential premises.

CORE COMPONENTS OF A TRAVEL PLAN: (See Appendix A & B)

EVERY TRAVEL PLAN IN LEICESTERSHIRE MUST HAVE:

A description of the existing/proposed activities and a plan of the precise location and extent of the site. (In the case of proposed developments this should also identify all proposed points of access for vehicles and pedestrians).

An 'audit'* of the existing travel infrastructure and services available at the site, including roads, cycle and walking routes, public transport services and any existing 'daily needs' services** available to users of the site. Leicestershire County Council are able to provide the Travel Plan Co-ordinator with access to i-TRACE and a standardised online version of the site audit.

*'Audit' means not only a listing but also a description of their preparedness, capacity and quality to accommodate the additional load the development will create.

**'Daily needs services' includes anything that renders it unnecessary to travel of-site, for examples, on-site catering, ATM, crèche, concierge service etc.

The identification of a 'Travel Plan Co-ordinator' to liaise with users, authorities and partners in delivery of targets and benefits. In cases where the TPC role has a finite duration, the plan should indicate the legacy arrangements to continue to meet the plan's targets and deliver the plan's benefits well into the future.

SMART Target outputs and outcomes that the plan is expected to achieve/deliver. Outputs could include physical items such as secure cycle parking/showers etc, while outcomes could include sustained reductions in vehicle trips, modal shift or increased regular use of cycle or bus services.

Practical and proportionate proposals for achieving the targets set. These could include provision of supporting infrastructure or information, introduction of supportive services or organisational changes, programmes of promotional events and incentives and restrictions to induce modal shift towards meeting the target outcomes.

A robust monitoring and review regime by which progress towards meeting the targets can be demonstrated and, if necessary, the plan can be amended by agreement. Normally this will require annual resurveys of travel behaviour and annual performance reports to the authorities. The regime must include details of provisional measures or remedies to be invoked if the targets may not be met (See Section 7).

1.1 PURPOSE & BENEFITS

There is wide recognition of the value of travel plans. Many developers and employers have already had positive experiences and seen the benefits. Travel plans link closely to Leicestershire's LTP3 document and the Governments sustainability, health and social inclusion policies. Local Authorities require travel plans from a developer for any kind of traffic-generated land use to assist in reducing pollution, reducing traffic and parking congestion and improving accessibility, health and transport choices.

TRAVEL PLANS CAN MAXIMISE BENEFITS

TO INDIVIDUALS BY:
- Promoting a healthier lifestyle through active commuting.
- Reducing journey costs or improving convenience/quality of necessary journeys.
- Creating a wider choice of practical and sustainable journey options.
- Improving travel safety and accessibility for all, especially the more vulnerable, isolated and disadvantaged.

TO ORGANISATIONS BY:
- Reducing congestion in and around the site / development.
- Increasing the reliability of commuting/business/delivery/freight journeys.
- Reducing journey times.
- Reducing transport costs and occupational road risks.
- Improving the sustainability of operations and reducing its carbon footprint.
- Reducing the need for expensive car parking and the cost of mileage allowances.
- Promoting a healthier workforce with benefits for absence management.
- Increasing employee travel options for access to work and benefits packages to attract a wider pool of staff to become an 'employer of choice'.
- Improving neighbour or local community relations.
- Supporting other good business practice initiatives such as IIP, EMAS and ISO14001 accreditation that can admit businesses to selective supply chains.
- Assisting when seeking planning permission or in supporting some grant applications.
- Assisting development of an organisational culture in which management, staff and external partners collaborate to share best practice and address concerns.

TO THE WIDER COMMUNITY AND ENVIRONMENT BY:
- Reducing local traffic and parking congestion.
- Supporting the viability of local public transport services and helping reduce social exclusion.
- Increasing usage and safety of neighbourhood cycling and walking routes.
- Improving local air quality and helping reduce the risk of global warming.
- Providing a range of safe and convenient travel options to assist accessibility to services and facilities by all user groups.-

2.0 SETTING OUT THE STEPS TO SUCCESS

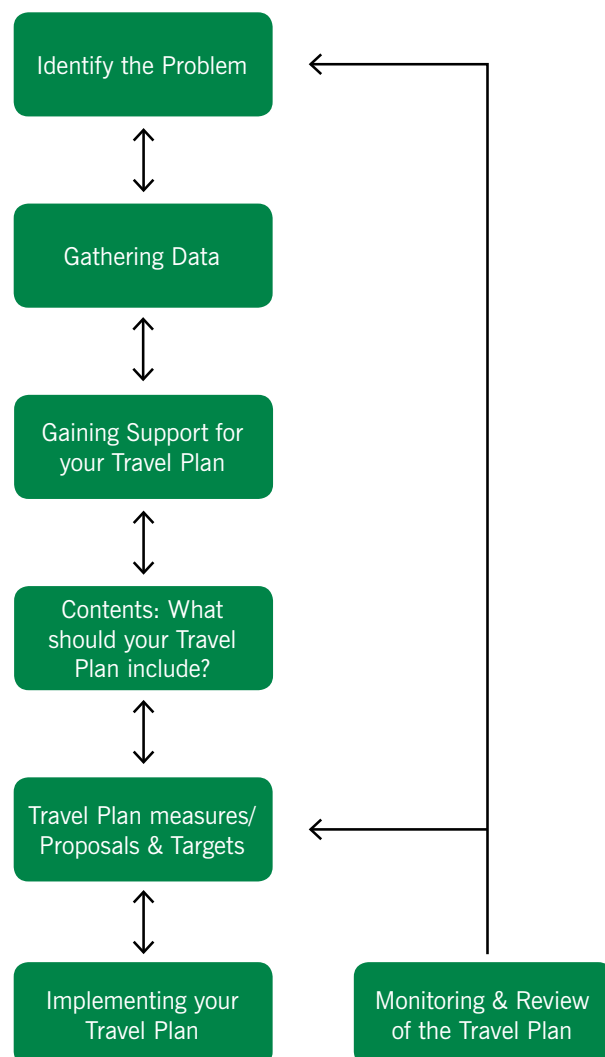## DEVELOPING A TRAVEL PLAN IS A STRAIGHT FORWARD PROCESS

This guide sets out the straightforward steps to follow in order to develop a successful travel strategy for your organisation or development.

Your Local Authority Travel Plan Advisor can provide you with guidance and a wealth of experience when developing a travel plan.

Please contact
0116 305 8398 - **ChooseHowYouMove@leics.gov.uk**
to discuss your proposals

Travel Choice and Access Team, Leicestershire County Council County Hall, Glenfield, Leicester, LE3 8RJ

Identify the Problem

Gathering Data

Gaining Support for your Travel Plan

Contents: What should your Travel Plan include?

Travel Plan measures/ Proposals & Targets

Implementing your Travel Plan

Monitoring & Review of the Travel Plan

2.1. IDENTIFYING THE PROBLEM - THE FIRST STEP TO SOLVING IT

WHICH DEVELOPMENTS REQUIRE A TRAVEL PLAN?

THE MOST COMMON REASONS FOR REQUIRING A TRAVEL PLAN ARE:

1. In seeking planning consent for new development that will create additional traffic. Travel Plans should normally be submitted with the planning application.
2. To discharge an obligation in a planning agreement after consent has been granted.

When considering whether a development requires a Travel Plan, Table PDP1 below summarises the general decision sequences and thresholds taken from 6C's Design Guide, Part 2 (www.leics.gov.uk/htd).

Whilst these thresholds are to be taken as a general rule of thumb it is recommended to confirm the position with a Development Control Officer (Tel 0116 305 6782) because there can be circumstances in which the authority will require a travel plan even if the development falls below these threshold amounts. Examples could include whether the development site is in or close to an Air Quality Management Area or if traffic from the development site might affect a Traffic Sensitive Street or residential area with parking or access congestion or a location with a poor traffic incident record.

In cases where the table PDP1 indicates a Transport Assessment or Transport Statement will be required, the Travel Plan should follow on, and be based on, the traffic predictions in the TA in order to show the mitigating measures proposed.

Table PDP1 Normal minimum additional details required to support development proposals [a]					
Land use [b]	**Use and description of development**	**No assessment**	**Transport Statement [c]**	**Transport assessment and travel plan [c][d][e]**	**Concept proposal and supporting information [f][g]**
		GFA = Gross floor area			
Food retail (A1)	Retail sale of food goods to the public, including food superstores; supermarkets; and Convenience food stores	GFA up to 250 m²	GFA between 250 - 800 m²	GFA over 800 m	Up to 800 m² - not normally required Over 800 m² - to be agreed with us
Non-food retail (A1)	Retail sale of non-food goods to the public and includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises; and Internet cafés.	GFA up to 800 m²	GFA between 800 - 1500 m²	GFA over 1500 m²	Up to 1500 m² - not normally required Over 1500 m² - to be agreed with us
Financial and professional services	Financial services, including: banks; building societies and bureaux de change. Professional services (other than health or medical services) including estate agents and employment agencies including: betting shops, principally where services are provided to visiting members of the public	GFA up to 1000 m²	GFA between 1000-2500 m²	GFA over 2500 m²	Up to 2500 m² - not normally required Over 2500 m² - to be agreed with us [h]
Restaurants and cafés	Restaurants and cafés selling food to be eaten on the premises. Does not include internet cafés (now A1)	GFA up to 300 m²	GFA between 300 - 2500 m²	GFA over 2500 m²	Up to 2500 m² - not normally required Over 2500 m² - to be agreed with us

Table PDP1 Normal minimum additional details required to support development proposals [a]					
Land use [b]	Use and description of development	No assessment	Transport Statement [c]	Transport assessment and travel plan [c][d][e]	Concept proposal and supporting information [f][g]
		GFA = Gross floor area			
A4 Drinking establishments	Retail sale of food goods to the public, including food superstores; supermarkets; and Convenience food stores	GFA up to 250 m²	GFA between 250 - 800 m²	GFA over 800 m	Up to 800 m² - not normally required Over 800 m² - to be agreed with us
A5 Hot food takeaway	Retail sale of non-food goods to the public and includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises; and Internet cafés.	GFA up to 800 m²	GFA between 800 - 1500 m²	GFA over 1500 m²	Up to 1500 m² - not normally required Over 1500 m² - to be agreed with us
B1 Business	Financial services, including: banks; building societies; and bureaux de change. Professional services (other than health or medical services) including: estate agents and employment agencies including: betting shops, principally where services are provided to visiting members of the public	GFA up to 1000 m²	GFA between 1000-2500 m²	GFA over 2500 m²	Up to 2500 m² - not normally required Over 2500 m² - to be agreed with us [h]
B2 General Industry	Restaurants and cafés selling food to be eaten on the premises. Does not include internet cafés (now A1)	GFA up to 300 m²	GFA between 300 - 2500 m²	GFA over 2500 m²	Up to 2500 m² - not normally required Over 2500 m² - to be agreed with us
B8 Storage or distribution	Storage or distribution centres, including: • wholesale warehouses • distribution centres • repositories	GFA up to 3000 m²	GFA between 3000 - 5000 m²	GFA over 5000 m²	Up to 5000 m² - not normally required Over 5000 m² - to be agreed with us [h]
C1 Hotels	Includes: • hotels • boarding houses • guest houses, as long as 'no significant element of care is provided'.	Up to 75 bedrooms	Between 75 - 100 bedrooms	Over 100 bedrooms	Up to 100 bedrooms - not normally required Over 100 bedrooms - to be agreed with us [h]
C2 Residential	Residential accommodation	Up to 30	Between 30 -	Over 50	Up to 50 beds - - not normally required Over 50 beds - to be agreed with us [h]
Institutions - hospitals, nursing homes	Accommodation providing care to people who need it	beds	50 beds	beds	Up to 50 beds - - not normally required Over 50 beds - to be agreed with us
C2 Residential institutions - residential education	Includes: • boarding schools • training centres	Up to 50 students	Between 50 - 150 students	Over 150 students	Up to 50 students - not normally required Over 50 students - to be agreed with us
C3 Dwelling houses	Includes dwellings for individuals, or famillies, or not more than six people living together as a single household. Not more than six people living together includes: • students or young people sharing a dwelling; • and small group homes for disabled or handicapped people living together in the community.	GFA up to 500 m²	GFA between 500 - 1000 m²	GFA over 1000 m²	To be agreed with us [k][l]

Table PDP1 Normal minimum additional details required to support development proposals (a)					
Land use (b)	Use and description of development	No assessment	Transport Statement (c)	Transport assessment and travel plan (c)(d)(e)	Concept proposal and supporting information (f)(g)
		GFA = Gross floor area			
D2 Assembly and leisure	Includes: cinemas; dance and concert halls; sports halls; swimming baths; skating rinks; gymnasiums; bingo halls; casinos; and other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA up to 500 m^2	GFA between 500 - 1500 m^2	GFA over 1500 m^2	To be agreed with us
Others	Includes for example stadium; retail warehouse clubs; amusement arcades; launderettes; petrol filling stations; taxi businesses; car and vehicle hire; businesses selling and displaying motor vehicles; nightclubs; theatres; hostels; builders' yards; garden centres; post offices; travel and ticket agencies; hairdressers; funeral directors; hire shops; and dry cleaners.	To be agreed with us			

(a) Based on the national Guidance on Transport Assessments

(b): In certain circumstance we will need more than the minimum information. For example:
- where there are areas of existing traffic congestion;
- where there are areas of existing on-street parking problems;
- any development that is likely to increase accidents or conflicts among drivers and non-drivers, particularly vulnerable road users such as children, people with disabilities and elderly people;
- where there are areas of poor accessibility to public transport or where the local transport infrastructure is inadequate, for example, the roads are substandard, the pedestrian and cyclist facilities are poor;
- any development that generates HGVs which impact on 'sensitive' areas, such as residential areas or an area subject to a weight restriction;
- any development generating significant abnormal loads per year;
- any development located within or adjacent to Air Quality Management Areas;
- any development in other 'sensitive' areas, such as where development traffic may affect a school or where there are significant numbers of vulnerable people;
- any development that does not conform with the adopted development plan;
- any development which proposes 100 or more parking spaces.

(c) Please refer to paragraph 2.8 and to the transport assessment guidelines in Part 7, appendix C for more details

(d) You will need to prepare a scoping report before a major transport assessment. See the guidelines in Part 7, appendix C.

(e) Transport assessment and travel plan.

(f) Please see paragraph 2.17 onwards for details on concept proposals and supporting information.

(g) You should also refer to Part 3 for safety audit requirements.

(h) We may need a concept proposal for retail, general employment, office and warehousing developments that will be owned or occupied by more than one person or company.

(i) For residential developments over 10 dwellings, you will normally be expected to provide at least 'welcome packs' for residents, providing details of:
- local public transport services and bus travel vouchers;
- provision for cyclists and pedestrians;
- and any nearby services and facilities.

Developments of more than 80 dwellings will normally require a formal travel plan, which includes the information listed above as well as proposals for monitoring, targets and remedies in the event that annual performance reports reveal that targets are not being achieved.

(j) In the case of schools and further and higher education establishments, we may need a major transport assessment if pupil or student numbers would be increased by 10% or more.

(k) In the case of schools and further and higher education establishments, we will consider facilities such as a new sports hall or a community facility on a site-by-site basis.

(l) Where a new school is proposed on a site, you should include it in the concept proposal for the development. We may need a concept proposal for a new stand-alone school depending on its location, proposed size and facilities and traffic conditions in the area.

- For other types of development not included above, or if you need advice about additional supporting information we might require, please contact us.
- Promoting access to the development by all sustainable modes of travel.
- Dealing with residual car trips and how their impacts can be mitigated (reduced).

If we require a transport assessment, you should refer to the guidelines on preparing transport assessments in Part 7, appendix C, of this document. You should also discuss and agree the general approach with us before you start.

2.1.1 Developments falling into column headed *'Transport assessment and travel plan'* in table PDP1 will require a Travel Plan to be submitted with the applications alongside the Transport Assessment. The sum of the proposals in a Travel Plan will be secured by a Section 106 Agreement.

2.2 TYPES OF TRAVEL PLAN:

Below are four of the types of Travel Plan that are recognised in the "Good Practice Guidelines: Delivering Travel Plans through the Planning Process" (DfT 2009) and in Leicestershire. The decision which type of Travel Plan will be appropriate for the case should be decided at the scoping stage to minimise abortive work for the applicant and to ensure the TP is consistent with any Transport Assessment or Statement required:

- **Full TP:** For most developments only a full travel plan, with clear proposals designed to achieve SMART target outcomes, will be acceptable.

- **Interim/Outcomes TP:** Accepted only in rare circumstances – but must still cover all substantive elements above, including outcome targets for maximum allowable levels of vehicular trips. It must demonstrate that it can be implemented to an agreed timetable. An interim TP is not to be taken as an opportunity to submit vague proposals and targets because an end user is not yet known.

- **Framework TP:** Acceptable in circumstances where the multiple end occupiers of an estate are not yet known. A framework travel plan must set overall outcomes, targets and indicators for the entire site assuming maximum occupational density and it must set the parameters for the requirement for individual sites (or uses/elements) within the overall development to prepare and implement their own subsidiary travel plans. A Framework TP must include all the measures and infrastructure the lead developer will provide to maximise opportunities for sustainable travel for the benefit of all users of the site (e.g. regarding bus services and cycling networks). In particular, a Framework TP must demonstrate there will be a legally binding mechanism for the lead developer to secure the enduring collaboration and involvement of all subsequent occupiers to work together and contribute to measures to achieve the targets for the estate as a whole.

- **Area TP:** (for a defined geographic area or transport corridor): Unlikely to be used in connection with planning applications unless the development site is already subject to such a plan.

3.0 CONTENTS: WHAT SHOULD A TRAVEL PLAN INCLUDE?

The following sections should be included when writing a Travel Plan in order to address the travel problems that were previously identified. Making sure that the format is followed closely will ensure consistency with the Department of Transport 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process.' (DfT 2009). Please also see Appendix A for 'Travel Plan Assessment Checklists' and Appendix B for 'Residential Travel Plans Assessment Checklist, both of which have been created as a quick reference list to what should be included in your travel plan.

PLEASE NOTE: For the bullet points in section 3.1, we require you to complete a Workplace/Residential Travel Plan Pro Forma with the basic details included when you submit your travel plan in order for us to add your site to the i-TRACE monitoring system. Once you have completed a Travel Plan Pro Forma the Travel Plan Co-ordinator will receive an i-TRACE login and password, which will give them access to online Site Audits and Staff/Resident questionnaires (please see Appendix C for the Travel Plan Pro Forma's).

3.1 BASIC BACKGROUND
- The address inc postcode or (ideally) a location plan of the site.
- Any relevant reference numbers (e.g. Planning Application the plan relates to). If the Plan is produced as a result of a condition in a planning consent or clause in a planning agreement, then the full wording of these should be set out together with any relevant notes to applicants.
- The contact details of the person who prepared the plan.
- Description of the proposed development, including particularly the anticipated maximum number of employees and/or daily visitors to the site when development is complete. This summary should indicate if the operation is to include shift working, 'unsocial hours' or seasonal peaks and troughs of activity.
- The results of a Travel Survey (or a prediction from a Transport Assessment) should be submitted to the Travel Plan Officer and added to the i-TRACE monitoring system. The prediction should also anticipate the future growth of activity possible at the site for at least 5 years ahead. Leicestershire County Council can offer a standardised online survey monitoring tool, i-TRACE, which aids developers to complete surveys efficiently without the need for extensive admin work. (See Appendix D for paper version of the Staff Survey / Resident surveys).
- The results of 'Site Travel Audit' for the site and its surrounding area. Leicestershire County Council can offer a standardised online survey monitoring tool, i-TRACE, which aids developers to complete surveys efficiently without the need for extensive admin work (see Appendix E for paper version of the site audit).
- How this plan relates to any other environmental or personnel objective, strategy or programme of the organisation (for example its Carbon Reduction Strategy, Investors In People or ISO 140001 accreditation)

3.2 SCOPE OF THE TRAVEL PLAN BY IDENTIFYING:

- The issues thrown up by a comparison of the travel survey/prediction and the travel audit.
- The elements of the organisation's travel activity that the plan is to address.
- Any explicit requirement mentioned in any relevant condition or note to applicant on a planning consent or obligation/undertaking in a planning agreement.
- The people affected by the plan and organisations to be involved in delivering crucial initiatives (such as public transport operators), together with results of initial consultations.

3.3 OBJECTIVES, SPECIFIC TARGET OUTPUTS AND OUTCOMES OF A TRAVEL PLAN

Provide a brief overview of objectives and what the plan is trying to achieve (e.g. reduction in single occupancy car use, an increase in public transport use, etc). This should be followed with more specific targets, thresholds and measurable outputs/outcomes related to each of the issues and requirements identified above.

3.4 PROPOSED ACTIONS

Details of the proposed specific initiatives and installations to achieve each of the stated objectives and targets, including responsibility for delivery.

A timetable of relevant milestones and deadlines to measure progress.

3.5 ARRANGEMENTS TO IMPLEMENT, MONITOR AND SUSTAIN OR REVIEW THE PLAN

The organisational arrangements, responsibilities and resources that will be committed to achieve the targets, monitor progress and review the plan over time.

This section should also specify the person or post in the organisation that will act as 'Travel Plan Co-ordinator'.

The liaison arrangement and frequency to agree with stakeholders and authorities any new targets and actions required to achieve continuing benefits if circumstances change.

3.6 FALL BACK MEASURES/REMEDIES

A travel plan must detail a series of fall back measures or remedies that might have to be invoked if agreed outcomes are not achieved. This should include a clear structure and timescale for the measures to be implemented.

3.7 ARRANGEMENTS TO COMMUNICATE THE PLAN TO STAKEHOLDERS AND ENGAGE THEM IN ITS ACHIEVEMENT

A communications strategy that shows how stakeholders will be engaged and involved in delivering the plan and how progress and achievements of the Travel Plan will be communicated to all concerned and how feedback will be handled.

3.8 FURTHER REQUIREMENTS FOR CERTAIN KINDS OF DEVELOPMENT

It should be noted that there are further requirements for travel plans for some kinds of development:

- For **manufacturing, warehousing and retail developments**, the plan should address the movements of goods and servicing vehicles and visitor/customer movements as well as staff journeys to work since these will form the greater part of the movement and parking requirement for the site.

- For **retail/leisure/sports developments** the authority will expect to see the travel needs of the shoppers/ users/fans covered by the plan, not just those of employed staff because staff movements usually/ only represent a fraction of the total trips. The authority will also want to see measures included to prevent employee cars occupying parking provided for visitors/customers/fans and to prevent parking 'overspill' onto surrounding streets.

- Travel Plans for **concert/conference/function facilities, sports stadia, visitor attractions and places of worship** should particularly encourage shared travel by persons attending major events and should include clear measures to prevent traffic or parking congestion in surrounding streets during popular events.

- In **phased developments** to be implemented in stages over several years, including housing developments, the authority will expect the developer to introduce sustainable travel support measures from the occupation of the first unit or tranche of development and maintain them until well beyond the occupation of the last.

- Where an **existing organisation is moving to a new location** and is taking existing staff and regular visitors, the Travel Plan should identify the extra journey lengths that any of these will incur and should propose sustainable ways to minimise these, as well as addressing the particular travel needs/impacts of the new site. If members of staff are to be paid an allowance for extra costs of travelling to work to the new site, the Plan should show what sustainable alternatives are also offered (for example 'shared transport' from the previous site).

3.9 APPOINTMENT OF TRAVEL PLAN CO-ORDINATOR

- Every Travel Plan should identify a senior person in the organisation as 'Travel Plan Co-ordinator' who will take responsibility for the continuing success and running of that organisation's Travel Plan. The local authority must also be informed whenever the nominated TPC person changes.

- The role of the Travel Plan Co-ordinator will be to manage the Travel Plan, to liaise as needed with the local authorities, stakeholders and partners and to assemble and provide monitoring information when agreed. The post therefore needs to be of sufficient seniority to have the authority and resources to undertake these tasks. The appointment need not be a new one, but might be achieved by adding to the job description of an existing executive.

4.0 GATHERING DATA - I-TRACE SIGN UP

To develop an effective Travel Plan, it is essential to understand the current travel patterns at the site (or in the case of new development, the Travel Patterns that can be expected from the full opening or occupation of the development).

Depending on the type of Travel Plan being developed, the initial data collected or predicted should be discussed with an officer of Leicestershire County Council. To help assist this, Leicestershire County Council can provide you with access to an online monitoring tool, i-TRACE (http://leicestershire.itrace.org.uk). In order to register, please submit a Workplace/Residential Travel Plan Pro Forma Appendix C and contact Leicestershire's Travel Plan Officer.

HOW I-TRACE CAN HELP:

i-TRACE can help to significantly reduce the administrative work required when conducting surveys and audits by the following:

- Providing a link to a standardised online staff survey and site audit.
- The Site Travel Plan co-ordinator can send the link to the survey via an email to staff or residents.
- Once filled out, the survey results are automatically sent directly to the Travel Plan Officer at Leicestershire County Council, therefore reducing the need for administrative work thus saving time spent collecting and collating results.
- Statistics and return rates of surveys can be viewed instantly.
- Targets can be monitored and reviewed simply and easily.
- Site audits can be conducted electronically and submitted without the hassle of paper surveys.
- Progress reports can be created to use in business cases and reviews.
- Additional Promotional materials are available for the site Travel Plan Co-ordinator to use to aid promotion of the travel plan.

Travel Plans should be developed to reflect the outcomes arising from the Transport Statement or Transport Assessment and should be produced at the same time as they are intrinsically linked.

For example, the commitment in the Travel Plan will help inform decisions about trip rates and hence the impact of residual trips on the highway network. It is therefore important to contact the highways case officer dealing with the planning application consultation in these cases to scope the data that needs to be collected.

FOUR AREAS NEED TO BE INVESTIGATED

1. Where are the current/predicted origins/destination of trips to/from the site – what volumes, directions/routes and distances?
2. How do users currently travel (by what modes)? / How are users going to travel?
3. Are there any realistic and practical sustainable alternatives available?
4. What is users willingness/ability to use these alternatives?

In 1 and 2 above, the authority may accept estimates/predictions based on the Transport Assessment that may be based on national census journey data, use of Accession software or on comparators drawn from databases such as TRICS)

4.1 COMPANY PROFILE

A COMPANY PROFILE
- It should indicate current/proposed work patterns (e.g. start and finish times, shift and PT work patterns, any seasonal peaks and troughs etc). Workforce expansion plans and a general overview of the day to day movements of all kinds to and from the site.

SITE AUDIT

- A site audit will provide details on the site location, existing transport provision, infrastructure and facilities. Leicestershire County Council can provide the developer access to i-TRACE which has the option of conducting electronic site audits that can be submitted instantly, reducing the need for administration of creating and conducting a paper version of a site audit.

  A site audit will illustrate the suitability of alternative transport methods, detail of the transport infrastructure to be provided on site and how the site is to be linked to existing transport services, walking and cycling networks. It will also record what on-site facilities already exist (that will be retained) that minimise the need for people to travel off-site during the day for basic needs (for examples - on-site catering, cash point, crèche, convenience goods, concierge services etc etc). In the case of residential and business developments, the audit should include provision of broadband cable networks to facilitate high-speed communications and internet services.

WALKING

- Pedestrian access should be considered as the primary mode for accessing a development – even those who use other modes become pedestrians for part of their journeys.

  The audit should include width, surface condition/drainage, gradients, vegetation overhang and lighting of all nearby foot routes, and crossing locations. The condition and 'directness' of routes to nearby day-to-day facilities such as shops should be covered, as should the suitability of crossings of all trafficked routes.

CYCLING

- Existing cycling facilities at and routes to the site should be described, along with how the development proposes to tie into these networks. The audit should include width, surface condition/drainage, gradients, vegetation overhang and lighting of all nearby cycle routes and crossing locations. The condition and 'directness' of routes to nearby day-to-day and district level facilities such as shops, healthcare, leisure facilities should be covered, as should the suitability of crossings of all trafficked routes.

  The potential for increased cycling will need to consider the catchment's population and accessibility of the site to the local cycle networks.

  The package should cover appropriately secure bike parking facilities, showering and changing facilities. For *employment proposals*, the number of proposed cycle spaces should be confirmed. These should be highly visible, located close to the staff entrances, be covered and secure. Confirmation should be given as to whether the development includes for shower and changing facilities for cyclists, including lockers. Cycle storage for each property in a *residential development* should also be considered.

- Minimum cycling design standards can be found in the 6C's design guide at the following link: http://www.leics.gov.uk/index/6csdg/highway req development part3.htm#section dg16

PUBLIC TRANSPORT

- The availability of all public transport services from accessible stops should be described. This should include bus stop location, service start and end times and service frequency.

- A bus stop can be considered accessible if it is less than 400m in urban areas or 800m in rural areas from the door of the development by foot along a good standard (see 'walking' above) foot route. A bus or rail station can be considered accessible if it is less than 800m from the door of the development by foot.

CAR SHARE

- The availability of car share and any car club service at the site. This could include provisions for priority parking bays for car sharers and 'get-you-home-guarantee' provision.

REMOTE WORKING OR 'WORKING-FROM-HOME' ARRANGEMENTS

- The availability of such practices to the staff of the occupying organisation should be described

4.2 FULL USER SURVEY

A site user survey should be designed to obtain baseline data on current/predicted travel patterns; e.g. how users currently/will travel to the site. It can also give a good indication as to the willingness to change mode of transport to available more sustainable alternatives.

Users of the site should also be given the opportunity to express their own views on the local travel problems they face and the best possible alternatives to the way they travel.

To assist and save time with compiling survey data, Leicestershire County Council has i-TRACE, an on-line questionnaire/ survey tool available. As a requirement, all developments that require a travel plan and will require monitoring, must register with i-TRACE, by completing a Pro Forma (appendix C) and returning to the Travel Plan officer, who will then provide you with a login and password for **https://leicestershire.itrace.org.uk**

For further details on monitoring and review please see **section 7**.

4.3 GIS MAPS

Geographical Information System maps are a great tool to determine site user home postcode distributions. Public transport routes can also be overlaid onto the home postcode map to show possible travel change.

The Council offers a service to plot the origin/destination data (redacted to remove all personal details) supplied by an applicant that can provide a visual representation of the spread of trip routes and distances and show up any groupings that may be targeted with particular initiatives (e.g. car sharing promotions or new bus routes)

4.4 FINAL TRAVEL PLAN REPORT

The final Travel Plan report will use the data collected to evaluate and prioritise the potential Travel Plan options. The results of the data should be discussed with a Highways authority officer in order to determine how to develop the travel plan in order to gain the most benefit. Through this discussion a tailored set of initiatives can be established to best achieve the particular target outcomes agreed for the plan. i-TRACE can offer templates for writing travel plan reports including the ability to insert existing figures that have previously been submitted to the local authority Travel Plan officer.

5.0 GAINING SUPPORT FOR YOUR TRAVEL PLAN

For a travel plan to be successful, it is essential that all frequent travellers to the site (including employees and business visitors, customers/clients/patrons/fans, Students/patients ETC) understand and collectively support the aims and objectives of the Travel Plan. Plus clear and visible support from Top Management of the organisation concerned and their Travel Plan Co-ordinator(s) to emphasise the benefits of Travel Planning is key to changing travel behaviour. Also the support of local implementation partners is crucial – these should include the local suppliers of goods and services to support sustainable travel initiatives – such as public transport operators and local retailers of cycling and healthy lifestyle goods.

To achieve the plan's outcomes, to liaise and communicate with and between all the interests involved, it is necessary to appoint a dedicated Travel Plan Co-ordinator who either is or explicitly reports to a senior manager or director of the organisation concerned who is her/himself responsible to the owner/board of the organisation for effective delivery of environmental, staff and/or facilities management matters.

5.1 THE ROLE OF A TRAVEL PLAN CO-ORDINATOR:

- The Travel Plan Co-ordinator performs a crucial role in overseeing all aspects of Travel Plan and its successful delivery of the expected outcomes. The appointed Co-ordinator should be easily identifiable and contactable to all managers, travellers and delivery partners affected by the plan.
- It should be noted that the appointment of a Travel Plan Co-ordinator need not be a new appointment but may be a matter of extending the job profile of an existing employee (depending on scale of development).

THEY SHOULD:
- Act as the principal point of contact for and between management, stakeholders and partners (including any transport consultants retained by the organisation) for all Travel Plan matters;
- Undertake or co-ordinate the data gathering exercises and monitoring reviews using i-TRACE– including the conduct of objective surveys, analysis of data and submission of regular reports and recommended further action to management and authorities as agreed in the plan. Reports should also show how the plan is assisting achievement of other relevant organisational policies and programmes towards the environment, staffing or premises asset efficiency objectives. Where the i-TRACE monitoring system is in use, the travel plan co-ordinator is responsible for the organisation and for ensuring the monitoring data is recorded onto the i-TRACE System.

IN PARTICULAR, THE TRAVEL PLAN CO-ORDINATOR MUST:
- Arrange staff surveys to collect travel choices and behaviour data and log the results in conjunction with the i-TRACE monitoring system.
- Arrange and record surveys of car park usage at intervals set out in the travel plan in conjunction with the i-TRACE monitoring system.
- At the same time, survey and record the level of nearby on-street parking arising as a consequence of the development and log all complaints.
- Survey and record the level of usage of cycle stands and intervals and set out in the Travel Plan to establish potential need for additional facilities.
- Maintain car sharing arrangements and records.
- Lease with local bus operators to establish numbers of riders using buses to travel to the site.
- Develop and lead initiatives to promote sustainable travel awareness and sustainable modes use amongst all regular travellers to the site.
- Research and promote the introduction/retention of suitable, practical, affordable alternatives to car based travel for that site and its travellers – including negotiations with delivery partners.
- Liaise with relevant bodies: Local Authority, transport providers, specialist transport consultancies etc and convene and administer any internal steering group sessions.
- Manage day-to-day operational and implementation requirements of the agreed travel plan and its initiatives and incentives.

Be in a position quickly to advise the management of the organisation on the travel impacts and implications of any proposed organisational change (e.g. business restructuring or re-location) or changes in the external traffic and transport environment of the site (e.g. highway network or public transport service changes), or changes to the relative costs of different modes of travel (e.g. fuel or parking price increases, discounts and taxation effects etc).

5.2 SENIOR MANAGEMENT SUPPORT

The Travel Plan should include a description of the managerial hierarchy for the TPC, including internal reporting structures. This is particularly relevant as senior management support is essential for the effectiveness of the Travel Plan.

5.3 FINANCIAL RESOURCES

The Travel Plan should include a commitment that the budgetary requirements of its implementation are secure. This will ensure that all Travel Plans have considered arrangements for the implementation, coordination and day-to-day management of measures and incentives prior to development occupation.

5.4 COMMUNICATIONS STRATEGY

The Travel Plan should clearly state the audience of the document (i.e. staff, residents, visitors, customers). The document should then identify how the Travel Plan's measures and performance will be communicated to this audience (i.e. should have a section on communications to stakeholders).

The Strategy should include for feedback mechanisms such that issues with the implementation of the Travel Plan can be clearly identified by the TPC and corrective action taken (or reported to management for action), if required.

6.0 TRAVEL PLAN MEASURES/PROPOSALS & TARGETS

It is important to emphasise that **Authorities are not looking for every possible measure to be included** – only those that are seen as specifically needed to address the identified travel issues at the site and to achieve the target outcomes. In any event, measures must always be **relevant**, **proportionate** and **practical in the circumstances**.

6.1 BASELINES & ESTABLISHING TARGETS

Because of the importance of achieving 'measurable outputs' (originally stated Para 90 of superseded PPG13) it is crucial to establish agreed baselines from the outset from which progress towards the Plan's targets can be measured.

- When an Occupier is unknown (or is known but is relocating to a totally new site), the setting of specific baselines and modal shift targets may have to be provisional, perhaps based on the desired mitigating outcomes from a Transport Assessment or Statement (TA). Although it is often argued that a baseline survey should only be undertaken some months after opening, when the new travel behaviour has settled down, the disadvantage is that the new travel behaviour will have become partly established by then so the best opportunity to secure travel behaviour change to more sustainable modes will have been missed.

- The preferred method is to use a prediction to give an 'interim baseline' (taken from the anticipated 'opening day' traffic shown in the TA,) and on which to base mitigating initiatives to be in place from 'opening day'. It is then expected that the organisation will undertake a travel survey between three and six months after the development is first occupied to check that the original estimated (interim) baseline accurately reflects the surveyed reality; and then to agree any adaptation of the baseline or targets that may be appropriate.

- This also emphasises the importance of continuing regular travel surveys (to measure achievement so far), each followed by a review of the plan to adjust its actions as needed to get back on track to meet the targets or of a fresh agreement over revised targets if the cause of the deviation is outside the control of the organisation.

It also emphasises the importance of pre-envisaging some 'fall back' measures or additional remedies or constraints in case the original initiatives of the travel plan prove to be inadequate to deliver the desired modal split targets identified in the agreed Travel Plan. The approach taken will depend on the nature of the deviation, the type of development, the location of the site and the particular circumstances prevailing and predicted. Examples of fall back measures could include:

The provision of a bond to cover the additional costs of alternative mitigation measures or of re-doubling the existing measures and incentives to induce modal shift

- Restrictions on later phases of development if the initial phases cannot meet the outcome targets agreed.

- Restrictions on traffic movements or routings to minimise congestion on busy routes or at busy times.

- When an Occupier is known, or the development is an extension on its current site or on adjacent land, the setting of targets should be possible based on surveys and pro rata projections of travel patterns of existing users.

6.2 HOW TO SET TARGETS:

In setting targets, the aim(s) of the particular Travel Plan should be considered – these could include:

- To reduce the overall number of single occupancy vehicles travelling to the site.

- To increase the number of employees using alternative modes of transport to the car.

- To address local air quality or local traffic safety concerns.

Because of the importance of achieving measurable outputs it is crucial to establish an agreed baseline (see above) from the outset from which progress towards the Plan's targets can meaningfully be measured.

6.3 SMART TARGETS

Local Authorities will be looking particularly for targets to follow the SMART model in order to be achieved and successfully monitored.

Specific
Measurable
Achievable
Realistic
Time Bound
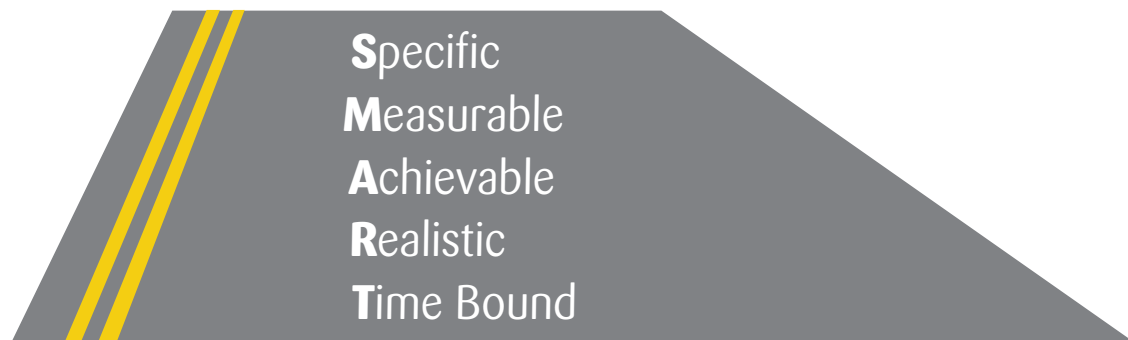
SMART TARGETS CAN BE WRITTEN IN TERMS OF THE FOLLOWING:

1. "OUTCOME" TARGET EXAMPLES;

- the proportion of journey-to-work arrivals in SOV cars will be kept below 'x%'
- ensure car parking demand never exceeds on-site spaces available
- the number of vehicles entering/leaving the site (may be 'over whole-day' or just 'in peak-hours') will never exceed x
- the modal share of those visiting the site will be changed by x% (e.g. increase proportion of arrivals using cycles by x%)
- complaints of on-street parking on surrounding roads to be eliminated

2. "SPECIFIC ACTION" OR "OUTPUT" TARGET EXAMPLES;

- appoint a Travel Plan Co-ordinator
- 'x' no. covered and secure cycle stands to be provided by date
- the maximum level of on-site parking to be provided/reduced to x
- travel information packs or website will be provided to staff will consist of 'x' 'y' 'z' and be delivered
- A salary sacrifice scheme for repayments of low cost loans for cycle or bus pass purchase will be introduced

In every case it is important for practical and cost reasons to use targets and indicators that are easily measurable as well as appropriate. SMART targets need to be added to the i-TRACE system in order for the travel plan to be monitored.

In every case, there should be a clear time frame for the delivery of the particular output or outcome. In different circumstances this could be a specific calendar date, a period or phase end date or it could be date related to the achievement of some other milestone (e.g. 'within a year of first occupation'). Each date or time frame set should be realistically achievable. All target dates should be set out clearly in an implementation/ achievement 'action plan' within the travel plan.

The travel plan should take into account the specific characteristics of the travel needs of the particular site and include where appropriate targets as described above. The travel plan should then set out

- A strategy and action plan for achieving the targets.

- A methodology for monitoring progress towards achieving the targets. This should involve annual meetings with the Highway Authority to review progress in the previous year and the continuing appropriateness of particular measures and targets.

7.0 MONITORING, REVIEW AND ENFORCEMENT

Travel plans need to be seen as 'living documents' to stay relevant, and remain effective, they need to be regularly monitored and reviewed as part of an iterative process that takes account of evolving circumstances but maintains progress towards the agreed targets.

Monitoring a travel plan should be designed to measure progress made so far, to identify areas for improvement and to anticipate emerging threats and opportunities as a basis for an informed review of methods and targets for the next period of the travel plan. To make the monitoring process more consistent and easier to manage, Leicestershire County Council are able to provide access to an online Travel Plan monitoring system, i-TRACE. To register please complete a TP pro forma (appendix C) and contact Leicestershire County Council's Travel Plan officer. The Travel Plan officer will then provide you with a login and password so that you can access **https://leicestershire.itrace.org.uk**

HOW LONG SHOULD A TRAVEL PLAN BE MONITORED FOR?

Ideally, monitoring a 'living document' should continue throughout its life and could be 'in perpetuity'. However, more realistically the 'life' of a travel plan is defined as 'from first occupation to at least 5 years following full occupation of a site'. In some circumstances the authorities may agree to shorten the period, for example where the targets are exceeded within a much shorter timescale.

A commitment to produce an **annual monitoring and review report** for the Local Planning and Highways Authorities should be included within each Travel Plan (See Appendix D for paper versions of the online standardised i-TRACE Staff and Residential Surveys). This is to assist in monitoring compliance with planning conditions or agreements. Please contact Leicestershire County Council's Travel Plan Officer to receive an i-TRACE login which will allow the Travel Plan Co-originator access to staff and residential monitoring surveys.

After the initial 'life' of the travel plan, the occupier will be asked to supply continuing monitoring/review reports bi- or tri-annually. This is to ensure travel planning for the site remains active and targets met and benefits retained for the whole period of site occupation.

The annual monitoring/performance report must be based on a recent full staff survey of which, a minimum response rate of 50% of normal daily users is required or the report will be deemed to be unrepresentative of the site.

As staff/residents complete the survey, the results of the surveys undertaken will be automatically entered onto i-TRACE (https://leicestershire.itrace.org.uk/) through the online link. The Travel Plan Co-ordinator can access up to date stats and review the responses of the survey.

7.1 ROLES OF LOCAL PLANNING AUTHORITY, THE COUNTY COUNCIL AND DEVELOPER IN MONITORING, REVIEW AND ENFORCEMENT

In the interests of securing effective Travel Plans, the roles of the developer/occupier, the Local Planning Authority and the County Council as Highways and Public Transport Authority, need to be clarified and clearly understood:

Developer/Occupier(s): The developer/occupier is responsible for preparing and implementing a suitable plan for their proposed development and for communicating its content to their stakeholders. The developer must provide a named Travel Plan Co-ordinator to be responsible for promoting and implementing the plan, conducting the monitoring surveys and reviews and liaising with stakeholders as needed.

- The developer/occupier is responsible for achieving the output and outcome targets of the plan and will be required, at their own expense to report the progress in implementing the travel plan and results of the surveys of the changes in movements in travel choice behaviour and travel to and from the site.

- In many cases, the developer will be party to legally binding agreements or obligations intended to secure the delivery of outputs and outcomes, including those under S106, S278 and S38 of the relevant acts.

- **Local Planning Authority:** The Local Planning Authority is responsible for determining planning applications. In this context the Local Planning Authority is responsible for discharging planning obligations.

Leicestershire County Council: The County Council's role as Highways and Public Transport Authority is to provide transportation advice to developers and to Local Planning Authorities. County staff will initially advise on the scope of Transport Assessments and Travel Plans required for each development. It is for this reason that the County Council will determine with the developer the most appropriate baselines, targets and measures to form part of the Travel Plan. LCC will also be responsible for any follow up monitoring of Travel Plans and will report the need for any contraventions action to the responsible LPA. The Highway Authority may also itself be party to relevant Planning and Highways Agreements that legally secure related actions and payments after the consent is granted. The Highway Authority will also be the authority responsible for undertaking enforcement action on behalf of the Local Planning Authority.

To assist and save time with compiling survey data, Leicestershire County Council has an online questionnaire/survey tool, i-Trace which all developments with an approved travel plan are encouraged to sign up to.

7.2 TRAVEL PLAN REVIEW REPORTS AND ENFORCEMENT OF TRAVEL PLANS

In the interest of securing the achievement of the Travel Plan's targets, it is essential that a review report should be submitted at agreed intervals to the authorities for agreement or discussion of what further action, if any, may be needed.

The monitoring/performance report should include where appropriate remedies that will be employed if the report reveals that the Travel Plan is failing to achieve agreed outcomes or outputs. The remedies could take a number of forms depending on the nature and scale of the failure, for example:

- Provision of additional support to provide and induce use of Public Transport or cycling or car sharing.
- Provision of free or subsidised private transport (works bus or staff coach).
- Provision of funds for measures to introduce on-street parking controls in the surrounding area, traffic management schemes or road improvements. This may take the form of a returnable bond.
- Amended on-site parking strategy, including the introduction of workplace parking charges.
- A restriction on occupation of part of the development until a specified element of the Travel Plan has been implemented.
- Funding for highway infrastructure mitigation measures.
- Implementing highway infrastructure measures secured by condition in the planning consent, or spending of contributions secured under a S106 agreement.

Where the remedial action will require sums of money to be provided by the developer or works to be carried out by the developer, see 'Financial Arrangements' below.

The TPC should submit the report to LCC in accordance with the requirements of the planning condition or S106 planning obligation for their written approval. LCC should liaise with the local planning authorities as necessary and to provide details of all approved plans for their planning and land charge records. Enforcement will only be necessary if the agreed 'outputs' and 'outcomes' are not being achieved and if inadequate action is taken to rectify the situation.

8.0 FINANCIAL ARRANGEMENTS

THE FOLLOWING AREAS OF FUNDING MUST BE CONSIDERED:

In some cases, where the realisation of targets is crucial to avoid adverse impact on the highway network, improvement works may be required in the event that the Travel Plan fails to achieve the set targets within an agreed period of time and no other mitigating action is practical. To protect the County Council a financial bond might be required to be set aside to cover the cost of the works and be adjusted for inflation. The bond would be called upon in the event that the developer is unable to carry out the improvement works themselves. However this would be an action of last resort, and the developer would be expected to enter into a suitable agreement with the County Council (usually Section 278 of the Highways Act) and complete the works.

In other cases, a contribution towards improvements may be agreed as mitigation. The contribution would be called upon in the event that the Travel Plan fails to achieve the set targets within an agreed period of time and no other mitigating action is practical. The contribution would need to be adjusted for inflation.

The costs of carrying out both initial and monitoring surveys of travel patterns and for preparing and submitting review reports are to be met by the developer/occupier. As part of the commitment to delivering a travel plan, Leicestershire County Council requires a travel plan monitoring fee to cover the costs of monitoring a travel plan by a Travel Plan Officer (please see Section 8).
The costs of carrying out both initial and monitoring surveys of travel patterns and for preparing and submitting reports are to be met by the developer/occupier.

In order to successfully monitor monitor a travel plan, Leicestershire County Council requires a monitoring fee (secured through a Section 106 agreement) to be paid by the developer/occupier to cover the officer time and overheads required to co-ordinate and complete the monitoring process over the lifetime of the travel plan.

The details of the travel plan monitoring fee's associated with both a full travel plan and a Framework Travel Plan secured via a Section 106 are detailed below and full breakdown of the costs can been seen in appendix G.

THE TRAVEL PLAN MONITORING FEE'S ARE AS FOLLOWS: SEE APPENDIX G FOR BREAKDOWN

1. Full Travel Plans (S106): £6,000
2. Framework Travel Plan(s) (S106): £11,337

8.1 POLICY IN RESPECT OF SECURING MITIGATING WORKS ASSOCIATED WITH PRIVATE DEVELOPMENT

SECTION 106 PLANNING OBLIGATIONS
Under the Town and Country Planning Act 1990, Planning Obligations may be sought when planning conditions are inappropriate to ensure and enhance the quality of development and to enable proposals that might otherwise have been refused to go ahead in a sustainable manner.

They should also meet the following tests, as set out in The Community Infrastructure Levy Regulations 2010:
• Necessary
• Directly related to the proposed development
• Fairly and reasonably related in scale and kind to the proposed development

WHAT ARE PLANNING OBLIGATIONS?

Planning Obligations are obligations relating to a person's land which bind the land and whoever owns it. They are made by deed under Section 106 of the Town and Country Planning Act 1990.

Planning obligations may be used to:
a) restrict the development or use of the land in a specified way
b) require specified operations or activities to be carried out on the land
c) require the land to be used in any specified way
d) require a sum or sums to be paid to the authority on a specified date or dates periodically

In the context of highway and transport matters, S106 agreements tend to be used for:
• Requiring sums to be paid for the provision of offsite transport infrastructure.
• Travel Plans involving modal split or shift targets, the monitoring of targets, bus subsidies and remedies.

ALTERNATIVES TO A S106 AGREEMENT

A planning obligation should only be used in compliance with the tests set out in the introduction above AND where it is clear that the matter cannot be dealt with through the use of a condition attached to the planning permission. In a limited range of appropriate circumstances it is possible to use 'Grampian' conditions to ensure that an action takes place prior to the development commencing. Grampian conditions are a negative restriction on the planning permission, restricting its implementation, in whole or in part, until some event has occurred. This event can involve land outside of the applications ownership, providing there are reasonable prospects of the action in question being performed within the time-limit imposed by the permission. One commonly used example of a Grampian Condition is where specified highway works are required at the request of the Highway Authority e.g.

'No development shall commence, until the following highway works:
- (add as appropriate) have been constructed in accordance with the approved drawings (reference *****)'

Even if the works are outside of the site, as long as they are within the highway boundary and the highway authority are in agreement then the above style of condition can be utilised.

A Grampian Condition can also apply to actions on other land within the applicants' ownership and any other land where the prospect of implementation is reasonable.

Leicestershire County Council can advise on many different aspects of preparing and implementing Travel Plans.

Please contact the Travel Choice & Access Team on:
Email: TravelChoiceandAccess@leics.gov.uk
Tel: 0116 305 8398

APPENDICES

Appendix A- Workplace Travel Plan Assessment Checklist.

Leicestershire County Environment&Transport Dept, TravelChoice&Access Team – STG Gp

Travel Plan Assessment Checklist
(Jan 2012)

Travel Plan for   :
Dated/Referenced:

Does this draft Travel Plan adequately describe:-

Notes or Scores*

1) **The Organisation and its existing/predicted Travel Demand Pattern?**
   - A brief outline of the organisation's nature and no. of employees
   - Daily numbers of movements of all vehicles to the site for all purposes and the max parking need at any one time.
   - Any shift work/unsocial hrs/seasonal peaks in daily movements?
   - A summary of the staff/customer/operational travel pattern showing the distribution of origins/destinations of trips to/from the site *(e.g. a plan showing post-coded locations of homes of site users).*

2) **Existing and proposed Site Facilities & Travel Services? – including:**
   - Site location plan showing all vehicular access routes and nearby cycleways and bus route stops.
   - Adequacy of on-site car, m/c and cycle parking capacity for staff and for visitors/customers/patrons/clients/spectators etc
   - Public transport services near the site incl. routes and frequencies with earliest and latest service times.
   - Local walking/cycling routes and key crossing points, with a brief description of their condition and any safety concerns.
   - Any on-site facilities already provided to reduce off-site travel *(e.g. car-share scheme, showers/ lockers for 'active commuters', staff canteen, shop, crèche, cashpoint, etc)*
   - Any travel discounts/incentive schemes/allowances offered to encourage/discourage either car use and for non-car travel.

3) **Key issues (derived from above) as a basis for an Action Plan?**
   - Opportunities and constraints to achieving shift to more sustainable modes, identified from an objective comparison of 1 and 2 above. *(This section should briefly review all capacity, environmental, organisational and attitude issues to be addressed for success of the Plan)*
   - Any specific requirements in any Planning Condition/Agreement *(including any required Parking Management Strategy – see 4 below))*
   - Clear, measurable 'Outcome Targets' to be achieved by the plan *(e.g. reduced trips or changed modal proportions, max parking, dates for provision of key facilities/incentives etc)*

4) **A realistic Action Plan (for up to 5 years)?** - including, in particular:
   - Firm, relevant proposals to directly address the issues, requirements and targets identified at 3 and to promote use of non-car modes *(including management initiatives, organisational changes and physical improvements to facilities, both on- and off-site)*
   - Arrangements to provide Personalised Travel Advice to all new employees.
   - A clear corporate policy for managing remaining on- & off-site parking of employees & visitors cars and all other vehicles.
   - An implementation schedule/action plan setting out the timetable, responsibilities and resources for each proposed initiative

5) **The Management Arrangements to ensure the Plan delivers its targets?**
   - Responsible executive with power to act as 'Travel Plan Co-ordinator', to negotiate with authorities/delivery partners
   - Arrangements to engage and inform participants *(e.g. staff reps, bus/bike User groups)* and delivery partners *(e.g. bus operators)*
   - Arrangements to monitor and review plan at intervals and revise/update when needed and to liaise with authorities.
   - Fall-back 'corrective action' proposed to be invoked if targets unlikely to be met *(e.g. additional initiatives, financial bond, access controls or further development restrictions)*

Assessor's Summary – Is this Plan acceptable, or why is it inadequate?

Assessor: .... Date: ....

*Scoring: 0=Absent item 1=Bare mention 2=Basic detail 3=Outline only 4=Adequate description 5= Fully detailed explanation
C:\Documents and Settings\jwilce\Local Settings\Temporary Internet Files\OLK3\DC TravPlanAssessmentChecklist2.doc

APPENDIX B - RESIDENTIAL TRAVEL PLANS – ASSESSMENT CHECKLIST

The purpose of a RTP is to show what the developer/landlord will do to create/enhance/maintain residents' options for sustainable modes of travel and actively promote use of these instead of cars (particularly for local and/or peak-hour journeys) and to achieve agreed outcome targets of the plan.

PlanAppRef: **Site Location/address:**
Proposed No Houses: **Flats/Maisonettes:**   **Shared/HIMO Units:**
Total Dwells: **Proposed parking off-street (in private garages/forecourts/drives):**
On-street: **Total parking:**

?	Does the draft plan contain an adequate/appropriate :-	Score
1	'Accessibility Assessment' – a review of the availability / capacity and safety/quality of the means to reach local services and facilities to meet residents' typical day to day needs, (for example distances to local convenience shops, schools, health services, and to employment and leisure/ recreation opportunities) without the use of a car. This should review existing local walking/ cycling routes, public transport, car-share and broadband IT services and should assess their suitability for the increased use levels.	
2	Proposals to promote and support residents choices of more sustainable travel options, to overcome any deficiencies revealed by 1 above and to achieve targets in 4 below and meet and planning or S106 conditions: Walking - safe acceptable*, direct routes to key local shops, schools, play, bus stops. Cycling - convenient secure undercover storage for cycles to each dwelling Safe, acceptable* cycle routes to district facilities and links to wider cycle network Inducements to promote use of cycling (e.g cycle purchase discounts, collective schemes for cycle insurance, cycle training services etc)	

2 continued	Public Transport use - convenient access to stops/stations and provision of shelters, provision and updating of route/timetable/fares information support to provide frequent services to popular destinations and return inducements to use the mode (e.g free 'taster' free/discounted fares) Car Use - creation, promotion and inducements to use a car sharing scheme for residents' access to more distant shopping, schools,job and leisure trips. Set up 'Car Club' and provision of dedicated parking for car club vehicles. Site wide 'car parking management strategy'. Provision of Householder 'Welcome Packs' with all the above information included.	
3	Implementation Timetable Action Plan for the delivery of the proposals in 2 above in time to achieve targets in 4 below	
4	Output & Outcome Target(s) that the plan is expected to achieve - outcomes may be expressed in terms of max daily or peak hour vehicle trip generation levels from the development, mode share proportions, max parking levels, car ownership levels or combinations of these indicators by agreed future dates. (Normally at least 15% reduction over 5 years expected for adequately served site)	
5	Monitoring Schedule and arrangements for Review of plan, including: implementation progress checks/milestone. Regular (annual?) resurveys of travel behaviours/outcomes and reports, Plan Review and modification arrangements if not 'on target'.	
6	Identification of Travel Plan Co-ordinator and legacy arrangement: Identify - Co-ordinator's name/position and contact details.	

6	Role and responsibilities - delivering services in 2, meeting the targets in 3 and 4 above, for undertaking monitoring surveys and reporting results in 5 and for liaising as needed with local authorities, public transport operators, schools and local suppliers and collaborating with developer / operator of any nearby sites with similar aims or proposals for promoting / supporting sustainable travel. Duration of Role - For how long is the role to be provided? (at least 1 yr after last occ?) What is proposed to continue the role when the TPC leaves the site?	

APPENDIX C -
RESIDENTIAL TRAVEL PLAN PRO FORMA

iTRACE Residential Travel Plan ProForma

Submission Date

This Residential ProForma should be used to gather information about new residential developments. The data captured should be recorded in iTRACE.

Development Details

Name of Development

Head Office Phone   Head Office Fax

Website

Site Information

Address

Post Code

No. of Residential Units

Site Status (please select only one)

- ☐ Pre-Constructions
- ☐ Construction Only
- ☐ Construction - Part Occupied
- ☐ Build Complete - Part Occupied
- ☐ Fully Occupied

Land Use (please select only one)

- ☐ Residential Only
- ☐ Residential including - Leisure
- ☐ Residential including - Business & Industry
- ☐ Residential including - Education/Childcare Services
- ☐ Residential including - Healthcare
- ☐ Residential including - Community Facilities
- ☐ Residential including - Shops & Restaurants

1

Contact Information

TP Coordinator Name	
Job Title	
Email	

Telephone		Fax	

Travel Plan Information

Travel Plan Number

Travel Plan Stage (please select only one)

❏ Travel Plan meets minimum standards
❏ Travel Plan exceeds minimum standards
❏ Mode Shift generated
❏ Mode Shift sustained
❏ Not Applicable

Planning Options (please select only one)

❏ Section 106   ☐ Planning Condition

Planning Application Number

Date of Occupancy

Targets

- Any Targets based on 'Modal Shift', to be included in a Travel Plan, should be provided (wherever possible) as 'Percentage Point Change' Targets.

  e.g. - increase the current level of cycling trip per household during AM peak by 5% (Percentage Points) by 2014

  = if 10% of residents currently cycle from the development and a 5% (percentage point) increase is achieved by/or before 2014 then overall 15% of residents will be cycling from the development.

  In actual figures that can be shown as - from a total of 100 residents, if 10 cycle, a 5% point increase would equate to 15 residents cycling.

- When individual 'Modal Shift Targets' are not provided, an overall target of 'Total Percentage of Residents travelling by car (as driver)' by a defined date, will suffice.

  e.g. - no more than 40% of all residents will travel from the development by car (as driver) by 2014.

Types of Targets that may be tracked for Residential Developments include:

- Allocated Car Spaces
- Allocated Motorcycle Spaces
- Allocated Bicycle Spaces
- Car trips per household - per day
- Car trips per household - AM peak
- Car trips per household - PM peak
- Walking trips per household - AM peak
- Walking trips per household - PM peak
- Cycling trips per household - AM peak
- Cycling trips per household - PM peak
- Membership of car club
- Car club usage
- Membership of care share service

- Car share service matched journeys
- Uptake/renewal of free travel passes
- Uptake of personalised travel planning
- Uptake of cycle training
- Use of home shopping
- Use of Home working
- Car Ownership
- Mode Shift for SOV travel to work/school/shops
- Residents aware of TP information
- Households receiving travel information
- Use of travel website

Target Type	Target % Change	Target Date	Target Required	Date Required
	+/-		☐	
	+/-		☐	
	+/-		☐	
	+/-		☐	
	+/-		☐	
	+/-		☐	
	+/-		☐	

If more targets are required, please duplicate this page.

3

Generic Site/Development Survey

No. Resident Car Spaces		No. Car Share Members		
No. Disabled Car Spaces		Car Club on site	☐ Yes ☐ No	
No. Visitor Care Spaces		Car Club Company Name		
No. Delivery Spaces		TP Coordinator Appointed	☐ Yes ☐ No	
No. Car Clubs Spaces		Date Appointed		
No. On Street Permit Holders		On-site healthcare	☐ Yes ☐ No	
Motorcycle Parking	☐ Yes ☐ No	On-site education	☐ Yes ☐ No	
No. of Motorcycle Spaces		On-site business & industry	☐ Yes ☐ No	
Parking managed on site	☐ Yes ☐ No	On-site leisure facilities	☐ Yes ☐ No	
Car Share Matching Service	☐ Yes ☐ No	On-site community facilities	☐ Yes ☐ No	
		Provision for home deliveries	☐ Yes ☐ No	

END OF DOCUMENT

4

APPENDIX C cont -
RESIDENTIAL TRAVEL PLAN PRO FORMA

ITRACE Workplace Travel Plan ProForma

iTRACE

iTRACE Workplace Travel Plan Pro-forma

	1st	2nd	3rd
Submission Date			

Organisation Information

Business/Org Name

Business Activity (*select only one*)

- ☐ Bingo
- ☐ Bowling
- ☐ Cinema
- ☐ Day nursery
- ☐ Property Developer
- ☐ Financial & Professional Services
- ☐ Garden centre
- ☐ General industry
- ☐ Golf courses
- ☐ Health centre
- ☐ Health Clubs and Sports
- ☐ Hospital
- ☐ Hostel
- ☐ Hotel
- ☐ Leisure Complex

- ☐ Light industry
- ☐ Nightclub
- ☐ Office
- ☐ Other
- ☐ Public House
- ☐ Residential
- ☐ Residential care
- ☐ Restaurant (min 25 cap.)
- ☐ Retail park
- ☐ Retail warehouse
- ☐ School
- ☐ Storage & distribution
- ☐ Supermarket
- ☐ Take-Away/Fast Food

Site Information

Address

Post Code

- 1 -

Land Use *(select only one)*

☐ Assembly and Leisure
☐ Business
☐ Dwellinghouses
☐ Financial or Professional Services
☐ Food and Drink
☐ General Industrial

☐ Hotels
☐ Non Residential Institutions
☐ Residential Institutions
☐ Shops
☐ Storage or Distribution

Gross Site Are [m²]   Net Site Area [m²]

Contact Information

TP Coordinator Name [ ]

Job Title [ ]

Email [ ]

Tel [ ]   Fax [ ]

Planning Information

Application No. [ ]

Date of Occupancy [ ]   Actual ☐   *or*   Proposed ☐

Please specify if the date of Occupation for the site in question is *actual* or *proposed*.

- 2 -

Targets

- Any Targets based on 'Modal Shift', to be included in a Travel Plan, should be provided as 'Percentage Point Change' Targets.

e.g. – increase the current level of cycling by 5% (Percentage Points) by 01/09/2008 = if 10% of staff currently cycle to work and a 5% (percentage point) increase is achieved by/or before 01/09/2008 then overall 15% of staff will be cycling to work. In actual figures that can be shown as – from a total of 100 staff, if 10 currently cycle, a 5%age point increase would equate to 15 people cycling

NOTE: *These targets should be determined by the information gathered from the 'BASELINE' survey and should 'demonstrate ambition'.*

Target Type	Target % Change	Target Date	Target Required	Date Required
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	

If more targets are required, please duplicate this page

- When individual 'Modal Shift Targets' are not provided, an overall target of 'Total Percentage of Employees travelling by car (as driver)' by a defined date, will suffice.

e.g. - no more than 40% of all staff will travel to work by car (as driver) by 2010.

	Target % by Car	Date Required (MM/YYYY)
Threshold 1:	%	
Threshold 2:	%	
Comments:		

- 3 -

Generic Site/Organisation Survey

Total No. of Employees		No. Car Club Members	
No. Car Spaces*		Fuel Efficient Vehicles	☐ Yes ☐ No
No. Motorcycle Spaces		No. Fuel Eff. Vehicles	
No. Bicycle Spaces		Fuel Eff. **Freight** Vehicles	☐ Yes ☐ No
No. Disables Spaces		No. Fuel Eff. Freight Vehicles	
No. HGV Spaces		Flexible Working	☐ Yes ☐ No
Car Share Program	☐ Yes ☐ No	Home Working	☐ Yes ☐ No
No. of Car Share Members		Shower Facilities	☐ Yes ☐ No
Taxi Service (*GRH***)	☐ Yes ☐ No	Locker Facilities	☐ Yes ☐ No
Car Club	☐ Yes ☐ No	Travel Card Subsidy	☐ Yes ☐ No

* not including disabled spaces
GRH** - Guaranteed Ride Home

Baseline Modal Survey – Main Mode

Car (driver alone)		Tube	
Car (driver with others)		Rail	
Car (as passenger)		Bike/Rail	
Motorcycle		Bicycle	
Bus		Foot	
Tram		Other	

Model Survey response requires actual figures to allow input into iTRACE:
e.g. 78 people travel to the site by Bus *(Not percentages!)*

END OF DOCUMENT

- 4 -

Personal Travel Diary

Please complete the questions below for **all journeys you have taken on the survey day to or from your home**. One personal travel diary should be completed for each household member over the age of 5 years old.

	Journey 1	Journey 2	Journey 3	Journey 4	Journey 5	Journey 6
1. Was the journey to or from the property?						
To	☐	☐	☐	☐	☐	☐
From	☐	☐	☐	☐	☐	☐
N/A - no journeys on this day	☐					
2. What time did you leave or arrive at the property? (Please use 24 hour clock format, i.e. 20:30)						
3. What is the address of the place you travelled to/ from? (postcode preferred but please provide the street or town if the postcode is unknown)						
4. Approximately how far did you travel on the journey?						
0-1 mile	☐	☐	☐	☐	☐	☐
1-2 miles	☐	☐	☐	☐	☐	☐
2-5 miles	☐	☐	☐	☐	☐	☐
5-10 miles	☐	☐	☐	☐	☐	☐
10 miles +	☐	☐	☐	☐	☐	☐
5. What was the purpose of the journey?						
Home		☐		☐		☐
Work		☐		☐		☐
Education		☐		☐		☐
Leisure / social		☐		☐		☐
Shopping		☐		☐		☐
Personal business		☐		☐		☐
Pick up/ drop off children / caring responsibilities		☐		☐		☐
Other (please specify)						
6. What mode of transport did you use to travel the furthest distance during the journey?						
Car driver (alone)	☐	☐	☐	☐	☐	☐
Car driver (with passengers)	☐	☐	☐	☐	☐	☐
Car as passenger	☐	☐	☐	☐	☐	☐
Motorcycle/ scooter	☐	☐	☐	☐	☐	☐
Bus	☐	☐	☐	☐	☐	☐
Train	☐	☐	☐	☐	☐	☐
Tube	☐	☐	☐	☐	☐	☐
Tram/ DLR	☐	☐	☐	☐	☐	☐
River boat	☐	☐	☐	☐	☐	☐
Walk	☐	☐	☐	☐	☐	☐
Cycle	☐	☐	☐	☐	☐	☐
Taxi	☐	☐	☐	☐	☐	☐
Other (please specify)						

Please turn over

Personal Travel Diary, cont.

	Journey 1	Journey 2	Journey 3	Journey 4	Journey 5	Journey 6
7. If you used more than one mode of transport for your journey, please state how you **left** or **arrived** at the property.						
Car driver (alone)	☐	☐	☐	☐	☐	☐
Car driver (with passengers)	☐	☐	☐	☐	☐	☐
Car passenger	☐	☐	☐	☐	☐	☐
Motorcycle / scooter	☐	☐	☐	☐	☐	☐
Walk	☐	☐	☐	☐	☐	☐
Cycle	☐	☐	☐	☐	☐	☐
Taxi	☐	☐	☐	☐	☐	☐
8. If you walked when leaving or arriving at the property, please tick if you walked for **more** than 5 minutes	☐	☐	☐	☐	☐	☐
9. If you car shared on your journey, how many people were in the car (including yourself)?						
2	☐	☐	☐	☐	☐	☐
3	☐	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐	☐
5 or more	☐	☐	☐	☐	☐	☐
10. If you left or arrived as a car driver, where did you park your car / where was your car parked at **home**?						
In a private parking space (within the development)	☐	☐	☐	☐	☐	☐
In a private parking space (off site)	☐	☐	☐	☐	☐	☐
On street (within the development)	☐	☐	☐	☐	☐	☐
On street (off site)	☐	☐	☐	☐	☐	☐
Other (please specify)						
11. If you drove a car for any part of your journey, was there a cost associated with parking the vehicle at your **destination**?						
Yes	☐	☐	☐	☐	☐	☐
No	☐	☐	☐	☐	☐	☐
12. If you drove a car for any part of your journey, how easy was it to find a parking space at your **destination**? (Please rate 1-5, with 5 as most difficult)						
1	☐	☐	☐	☐	☐	☐
2	☐	☐	☐	☐	☐	☐
3	☐	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐	☐
5	☐	☐	☐	☐	☐	☐

13. To which resident on the Household Information Form does this Travel Diary correspond?

Res1 ☐ Res2 ☐ Res3 ☐ Res4 ☐ Res5 ☐

APPENDIX D cont - STAFF SURVEY

STAFF SURVEY – Paper version

SECTION ONE: ABOUT YOUR JOB

Q1. **On an average week, what time do you usually arrive and leave work? (Use 24 hour clock)**

	Time In		Time Out		Not Applicable (Tick if you do not usually work this day)
	Hour	**Minute**	**Hour**	**Minute**	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

I work Full Time (FT) / Part Time (PT)	*Cross out box that does not apply*	**FT**	**PT**
I work Rotational shifts (Y/N)	*Cross out box that does not apply*	**Y**	**N**

Q2. **Please select one choice from the following options which best describes your current employment status.**

Permanent	
Contract	
Agency	
Casual/seasonal	

Q3. **Do you have a disability that would affect your travel options?**

Yes		Please answer question 4
No		Please answer question 5

Q4. **Are you part of the Blue Badge scheme?**

Yes	
No	

Q5. **What was the main mode of transport you used to get here today?** *(tick one box only)*
*Main mode in this case means the mode that covered the **longest distance** in your journey.*

Walk		Car share as a passenger	
Cycle		Drive a car alone	
Train		Taxi	
Bus		Scooter/motorcycle (below 125cc)	
Park & Ride bus		Motorcycle (above 125cc)	
Work from home			
Car share as a driver		Other (*please specify*)	

Please continue this section on the next page…

Q6. This question asks you about your normal journey to work (ignore your journey from work to home). Please use the following choices for each part of your journey that best describe the way you usually travel into work, and the amount of time spent on each part of the journey.

Tick the box for the mode that applies to you for each leg of your journey and use as many 'legs' as it takes to complete all parts of your journey.

If you use Public Transport, don't forget to record how you travel (walk/cycle) to the bus stop/train station as the FIRST leg of your journey.

From home I:						
	Walk	☐			My Workplace	☐
	Cycle	☐			The railway station	☐
	Drive a car alone	☐			The bus stop	☐
	Ride a scooter/ motorcycle (below 125cc)	☐			The Park & Ride site	☐
	Ride a motorcycle (above 125cc)	☐	**for**	Approx. time taken (mins)	Meet my car share partner	☐
	Catch a taxi	☐		**to**	Pick up/drop of children	☐
	Car share as a driver	☐			The taxi rank	☐
	Car share as a passenger	☐	– – – – –			
	Go to my home work station	☐			Another location (*please specify*)	☐

Then I:						
	Walk	☐			My Workplace	☐
	Cycle	☐			The railway station	☐
	Catch a train	☐			The bus stop	☐
	Catch a bus	☐			The Park & Ride site	☐
	Catch the Park & Ride bus	☐			Meet my car share partner	☐
	Car share as a driver	☐			Pick up/drop of children	☐
	Car share as a passenger	☐	**for**	Approx. time taken (mins)	The taxi rank	☐
	Drive a car alone	☐		**to**		
	Catch a taxi	☐			Another location (*please specify*)	☐
	Ride a scooter/ motorcycle (below 125cc)	☐	– – – – –			
	Ride a motorcycle (above 125cc)	☐				
	Other (please specify)					

Continue your journey breakdown on the next page(s) if necessary

Then I:	Walk	☐	for	Approx. time taken (mins)	to	My Workplace	☐
	Cycle	☐				The railway station	☐
	Catch a train	☐				The bus stop	☐
	Catch a bus	☐				The Park & Ride site	☐
	Catch the Park & Ride bus	☐				Meet my car share partner	☐
	Car share as a driver	☐				Pick up/drop of children	☐
	Car share as a passenger	☐				The taxi rank	☐
	Drive a car alone	☐		_ _ _ _ _			
	Catch a taxi	☐				Another location (*please specify*)	☐
	Ride a scooter/ motorcycle (below 125cc)	☐					
	Ride a motorcycle (above 125cc)	☐					
	Other (please specify)	☐					

Then I:	Walk	☐	for	Approx. time taken (mins)	to	My Workplace	☐
	Cycle	☐				The railway station	☐
	Catch a train	☐				The bus stop	☐
	Catch a bus	☐				The Park & Ride site	☐
	Catch the Park & Ride bus	☐				Meet my car share partner	☐
	Car share as a driver	☐				Pick up/drop of children	☐
	Car share as a passenger	☐				The taxi rank	☐
	Drive a car alone	☐		_ _ _ _ _			
	Catch a taxi	☐				Another location (*please specify*)	☐
	Ride a scooter/ motorcycle (below 125cc)	☐					
	Ride a motorcycle (above 125cc)	☐					
	Other (please specify)	☐					

Then I:	Walk	☐	for	Approx. time taken (mins)	to	My Workplace	☐
	Cycle	☐				The railway station	☐
	Catch a train	☐				The bus stop	☐
	Catch a bus	☐				The Park & Ride site	☐
	Catch the Park & Ride bus	☐				Meet my car share partner	☐
	Car share as a driver	☐				Pick up/drop of children	☐
	Car share as a passenger	☐				The taxi rank	☐
	Drive a car alone	☐		_ _ _ _ _			
	Catch a taxi	☐				Another location (*please specify*)	☐
	Ride a scooter/ motorcycle (below 125cc)	☐					
	Ride a motorcycle (above 125cc)	☐					
	Other (please specify)	☐					

Considering your journey details above, choose the mode of transport which you spend the **most time** on during your journey to work:

Q7. Why do you use this mode of travel? *(tick up to four boxes)*

Convenience	☐	Time Savings	☐
Cost	☐	Availability	☐
Satisfy work need/commitments	☐	Personal Safety	☐
Environmental reasons	☐	Health - disability reasons	☐
Dropping/collecting/caring/other commitments	☐	Health - fitness reasons	☐
		Other (*please specify*)	

Q8. What other main mode of transport would you consider using? *(tick one box only)*
Main mode in this case means the mode that covers the longest distance in your journey.

Walk	☐	Car share as a passenger	☐
Cycle	☐	Drive a car alone	☐
Train	☐	Taxi	☐
Bus	☐	Scooter/motorcycle (below 125cc)	☐
Park & Ride bus	☐	Motorcycle (above 125cc)	☐
Work from home	☐		
Car share as a driver	☐	Other (*please specify*)	☐

If you drive or car share for a part or your entire journey to work answer Q9 and Q10. If not, go to Q11.

Q9.   Do you use motorways and major trunk roads to get to/ from work?

Cross out box that does not apply | Y | N | *If answered 'Yes', please also answer 9b.*

Q9b.   Please tick all that apply:

M1	☐	A50	☐	A511	☐	A512	☐
M69	☐	M42	☐	A5	☐		
A46	☐	A14	☐	A42	☐		
A47	☐	A6	☐	A563	☐		

Q10.   When you drive or car share to work, where do you park?

On-site car park (no parking charges)	☐
On-site car park (with parking charges)	☐
Public car park (off-site)	☐
On-street parking (no parking charges)	☐
On- street car park (with parking charges)	☐
Park & Ride site	☐
Not Applicable – I am dropped off	☐
Other (please specify)	

Q11. What could be done to encourage you to travel by another mode of transport to work?

Q10 is split into four different travel modes. Please consider this question for all the different modes and answer all four parts of Q10.

Q11a. Public Transport mode

*For **each** and **every** public transport column below, number your **top four** choices with **1** as your first choice and **4** as your fourth.*

	Bus	**Train**
Subsidised/ cheaper fares		
Interest free loans for season ticket purchase		
Up to date travel information at work on routes, times and fares		
More secure/better quality waiting areas		
Pedestrian links		
Improved security on public transport		
More frequent/reliable services at the times I need to travel		
Less crowded services		
Nothing would encourage me		

Other *(please specify)*

Q11b. Cycle and Motor Cycle (including mopeds)

*Number your **top four** choices for either or both columns below, with **1** as your first choice and **4** as your fourth.*

	Cycle	**Motorcycle**
Secure parking at work		
Improved showers and changing facilities at work		
More lockers and locker facilities at work		
Discounts/ loans for purchase of cycles/motorcycles and equipment		
Advice or training on riding skills		
On-site bicycle repair service		
Information on cycle routes and location of facilities		
Better procedures and administration of pool cycles		
Nothing would encourage me		

Other *(please specify)*

Q11c. Walking

*Number your **top four** choices, with **1** as your first choice and **4** as your fourth.*

Safer crossing facilities on route

Improved lighting/security on route to work

More lockers and storage facilities at work

Improved shower and changing facilities at work

Less shared facilities with cyclists

Nothing would encourage me

Other *(please specify)*

Q11d. Car Sharing

*Number the **four** choices, with **1** as your first choice and **4** as your last.*

Help in finding car share partners with similar work/travel patterns

Incentives for car sharers

Preferential parking

Nothing would encourage me

Other *(please specify)*

SECTION THREE: ABOUT TRAVELLING IN THE COURSE OF WORK

Q12. **Ignoring your work commute, but including any trips direct from home to another site, how many working days per month do you travel for your business?** *Please enter number of days (on average) per month.*

[   ] days

Q13. **Where do you usually travel to on business?**

Cross out box that does not apply

To other sites in your organisation in Leicestershire?	Y	N	*Please state where*
To other sites in your organisation in the UK?	Y	N	*Please state where*
To other sites in your organisation outside of the UK?	Y	N	*Please state where*
To other sites outside of your organisation?	Y	N	*Please state nature*

Q14. **What usual main mode of transport do you use for business travel?** *Main mode in this case means the mode which you will spend the **most time** using for your journey:*

Walk	[ ]	Car share as a driver	[ ]
Cycle	[ ]	Car share as a passenger	[ ]
Train	[ ]	Drive a car alone	[ ]
Bus	[ ]	Taxi	[ ]
Park & Ride bus	[ ]	Scooter/motorcycle (below 125cc)	[ ]
Work from home	[ ]	Motorcycle (above 125cc)	[ ]
Pool car	[ ]		
Pool bike	[ ]	Other (*please specify*)	[ ]

Answer this question if you currently drive on your own for business journeys, if not go to Q.16.

Q15. **If you currently drive on your own for business journeys, what could be done to encourage you to travel by another, more sustainable mode of transport?** *(tick up to four boxes)*

Travel information	[ ]	Pool bike	[ ]
Ticket purchase	[ ]	Cycle mileage	[ ]
Financial incentive	[ ]	Provision of equipment (cycle jacket, lock, etc.)	[ ]
Telephone conferencing	[ ]	Pool car	[ ]
Video conferencing	[ ]	My role is designated as 'Car User' – I need to use a car	[ ]
Teleworking	[ ]		
Nothing	[ ]	Other (*please specify*)	[ ]

Q16. **Please indicate if you already use these different working options in your role. If not used, indicate how realistic they might be to you.**

	Currently do so	Very realistic	Possibly realistic	Not realistic
Telephone conferencing				
Video conferencing				
Flexi-working				
Compressed working				
Home working				

N.B Compressed hours means the normal number of hours of work spread over fewer days (such as four 10-hour days instead of five 8-hour days).

SECTION FOUR: ABOUT YOU

By submitting the personal details you have provided in this form, you are authorising Leicestershire County Council and its subcontractors to use your details given in this Section for the purposes of administration and research linked to workplace travel plans. Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 1998.

Q17. **Please enter your surname and first initial (use block capitals)** (Optional)

Surname
Initial

Q18. **Please enter your email address (either work or personal).** (Optional)

Email address

This address is:
Work ☐   Personal ☐

Q19. What is your home postcode? (Optional)

Q20. What is the postcode of your main place of work? (Optional)

Q21. Please indicate your gender (Optional)

Female ☐
Male ☐

Q22. Please indicate your age group (Optional)

16-18	☐	36-40	☐
19-21	☐	41-50	☐
22-24	☐	51-60	☐
25-30	☐	61-70	☐
31-35	☐	71+	☐

As part of the process to better understand the positive link between health and active travel please would you answer these final questions?

Q23. **Please have a look at this logo and tell us which of the following statements you mostly agree with (please select one only)?**

I recognise the "Choose How You Move" brand and know what it signifies ☐

I recognise the "Choose How You Move" brand but am not sure what it signifies ☐

I do not recognise the "Choose How You Move" brand ☐

Q24. **During the last 12 months, approximately how many days have you taken off work because of sickness?**

No days ☐

1 to 5 days ☐

6 to 10 days ☐

11 to 15 days ☐

16 to 20 days ☐

20 or more days ☐

The survey is complete

THANK YOU FOR YOUR CO-OPERATION

APPENDIX E - I-TRACE SITE AUDIT QUESTIONNAIRE PAPER VERSION

Section A: Introduction

- The Site Audit covers both site assessment and site audit activities, which are discussed within the Travel Plan Resource Pack for Employers.

- The purpose of the Site Audit is to collect and collate information about the organisation its operations,the site, its accessibility and surroundings.

- When this questionnaire has been completed, the answers should be entered into on-line iTRACE system.

- The audit questionnaire is divided into several sections, which are listed below.

Section One: Location of the Organisation

Q1.1 Organisation name

Q1.2 Site address (incl postcode) **contact details**

Address 1

Address 2

Street/Thoroughfare

Town/City

County

Postcode

Q1.3 Land use (cross only one box)

Shops

Financial or Professional Services

Food and Drink

Business

General Industrial

Storage or Distribution

Hotels

Residential Institutions

Dwelling Houses

Non Residential Institutions

Assembly and Leisure

Q1.4 Gross Site Area/Net Site area

Square Meters

Q1.5 Gross Floor Area

Square Meters

Q1.6 Within which local authority is this site located?

Q1.7 What are the names(s) of roads accessing the site? (please indicate main entrance(s) and others access points including footpaths)

Q1.8 Is the site on a business park?
Cross out box that does not apply | Y | N | if answered 'N' please go to Q1.9

Q1.8c Is the business park managed? If so, by whom

Q1.8d Approximately how many organisations are located on the business park?

Q1.9 Is the site within an industrial estate?
Cross out box that does not apply | Y | N | if answered 'N' please go to Q1.10

Q1.9b What is the name of the industrial estate?

Q1.9c Is the name of the industrial estate managed? If so, by whom?

Q1.9d Approximately how many organisations are located on the industrial estate?

Q1.10 Is the site near a residential area? (e.g share a boundary or access via residential area)

Yes

No

Q1.11 Write anything else which helps to describe the location of the site (please identity if there is more than one building on the site, such as a campus)

Q1.12 Is the travel plan associated with a planning application?

(Cross out box that does not apply) | Y | N | if answered 'N', please go to Q1.13

Q1.12b What is the planning application/consent number?

Q1.12c Please outline any planning obligations/conditions (including date of agreement, objectives/conditions met, date objectives/conditions met)

Section Two: Discription of the Site

Q2.1 When did the organisation first occupy the site? (dd/mm/yy)

Q2.2 Does the site have development restrictions (is it listed or have other restrictive covenants)

Q2.3 Does the organisation own or lease the building/site? (cross only one box)

Own

Lease

Q2.4 Is the site shared with other organisations? (cross only one box)

Yes

No

N/A

Q2.4b Are access and parking shared (cross only one box)

Yes

No

N/A

Q2.5 Please write anything else which helps to describe the site:

Section Three: Staff Details

Q3.1 What is the total number of individuals employed by your organisation on this site? (If nil, please enter 0)

Q3.2 What is the total number of full-time employees, employed by your organisation on this site? (If nil, please enter 0)

Q3.3 What is the total number of part-time employees, employed by your organisation on this site? (If nil, please enter 0)

Q3.4 What is the total number of shift-time employees, employed by your organisation on this site? (If nil, please enter 0)

Q3.5 Our hours of operations are: (please use the 24 Hr clock 00:00)

Q3.6 Our 'core' hours are: (please use the 24 Hr clock 00:00)

Q3.7 Our shift hours are: (approximate numbers of staff on these shifts)

Q3.8 What is the average level of sickness absence on the site?

Q4.1 When you send out the staff travel survey to accompany this site audit, what number of staff, in total, will this be issued to?

Q4.2 How many staff will be...
invited to answer the survey online?
issued a paper questionnaire?

Section Five: Roles & Responsibilities

Q5.1 Is there a Travel Plan Co-ordinator or post with specific responsibilities for the on-going development and implementation of the travel plan? (cross only one box)

Yes   Please go to question 5.1a only
No   Please go to question 5.1b only

Q5.1a Please provide Travel Plan Co-ordinator contact details
(name, title, email, tel, fax)

Q5.1b Please add the name of acting contact person

Q5.2 Is there a dedicated budget for Travel Plan measures and implementation?
Cross out box that does not apply   Y | N   If answered 'N', please go to Q5.3

Q5.3 Is there a steering group for the Travel Plan? (name, title, email, tel, fax)

Q5.3b To which individual/management group does the steering group report to?

[   ]

Q5.4 Is there a working group/s to consult with staff? (cross only one box)

Yes [   ]
No [   ]

Q5.5 Does the organisation have the support of senior staff/management?
Cross out box that does not apply [Y | N] If answered 'N', please go to Q5.3

Q5.5b Who is the senior staff/management champion?

[   ]

Q5.5 Does the organisation have the support of senior staff/management?
Cross out box that does not apply [Y | N] If answered 'N', please go to Q5.3

Q5.6b How much time is allocated for the Travel Plan

[   ] hours

Q5.7 Are stakeholders involved/engaged? (e.g Local Authority, transport operators, suppliers, visitors)

Yes [   ]
No [   ]

Section Six: Nature of Organisation

Q6.1 What is the business activity (cross only one box)

Developer ☐	General industry ☐	Health Clubs & Sports ☐
Retail park ☐	Storage & distribution ☐	Leisure Complex ☐
Retail warehouse ☐	Hotel ☐	Nightclub ☐
Supermarket ☐	Residential care ☐	Gold courses ☐
Financial & Professional ☐	Day nursery ☐	Hostel ☐
Services	Health centre ☐	Garden centre ☐
Public house ☐	Take-Away/Fast Food ☐	
Restaurant (min 25 cap.) ☐	Other ☐	
School ☐	Bingo ☐	
Office ☐	Bowling ☐	
Light industry ☐	Cinema ☐	

Q6.2 Is this the HQ of the organisation? (cross only one box)

Yes

No

Q6.3 Is this the regional site of the organisation? (cross only one box)

Yes

No

Q6.4 What is the scale of operation? (cross only one box)

Local

Regional

National

International

Q7.1 Does the organisation have a car park for it's own use?
Cross out box that does not apply | Y | N | If answered 'N', please go to Q7.2

Q7.1b Where is the car park located? (cross only one box)

On Site

Off Site

Q7.1c Is the car park owned or leased?
Cross box that does not apply | Owned | Leased | If answered 'Leased', please go to Q7.2

Q7.1d What is the annual cost?

Q7.2 How many spaces in total are available for the organisation?

Q6.1 How many spaces in the car park are dedicated to:

Employees (total)		Essential car users	
Senior Staff		Car sharers	
Disabled		Pool cars	
A drop off point		Fleet vehicles (excluding HGVs)	
Patients		HGVs	
Visitors		Other (please describe)	

Q7.4 Are car parking areas well signed? (cross only one box)

Yes [   ]
No [   ]

Q7.4b Please describe car parking signage

[   ]

Q7.5 Is there a barrier / security at the entrance to the car park? (cross only one box)

Yes [   ]
No [   ]

Q7.6 Are the parking spaces managed?
Cross out box that does not apply [Y | N] If answered 'N', please go to Q7.7

Q7.6b How are the parking spaces managed? (cross all that apply)

Free for all   [   ]
Needs based   [   ]
According to grade [   ]
Allocated spaces   [   ]

Q7.6c Is there a parking enforcement mechanism (cross only one box)

Yes [   ]
No [   ]
N/A [   ]

Q7.7 Are car parks well lit and secure? e.g is CCTV provided

Yes [   ]
No [   ]

Q7.8 Does the organisation charge for car parking? e.g is CCTV provided
Cross out box that does not apply [Y | N] If answered 'N', please go to Q7.9

Q7.9 Does demand for car parking exceed capacity?
Cross out box that does not apply [Y | N] If answered 'N', please go to Q7.10

Q7.9b How often does demand for car parking exceed capacity? (cross only one box)

Occasionally [   ]
Frequently   [   ]
Constantly   [   ]

Q7.10 Does the site experience traffic congestion/access problems on external roads?
Cross out box that does not apply [Y | N] If answered 'N', please go to Q7.11

Q7.10b Please explain the nature of issues and name roads affected

Q7.11 Is overspill parking observed in surrounding roads?
Cross out box that does not apply [Y | N] If answered 'N', please go to Q7.12

Q7.11b Please explain the believed extent and name roads affected

Q7.12 Has the organisation got a car sharing scheme?
Cross out box that does not apply [Y | N] If answered 'N', please go to Q7.13

Q7.12b Is car sharing scheme... (cross only one box)
Formal
Informal

Q7.12c How does car sharing scheme operate?

Q7.12d How many currently car share?

Q7.12e Is a Guaranteed Ride Home provided as part of the scheme? (cross only one box)

Yes
No
N/A

Q7.13 Has the organisation membership of a car club?
Cross out box that does not apply [Y | N] If answered 'N', please go to Q7.14

Q7.14 Is there anything else about the car parking arrangements on the site which has not been covered in this section? (cross only one box)

Yes ☐   Please go to question 7.14b

No ☐   Please go to question 8.1

N/A ☐   Please go to question 8.1

Q7.14b Please enter details about further car parking arrangements

☐

Section Eight: Cycling

Q8.1 Is the site accessible by external cycle routes/lanes? (cross only one box)

Yes ☐

No ☐

Q8.2 Are there cycle routes/lanes on the site? (cross only one box)

Yes ☐

No ☐

Q8.3 Is there cycle parking? e.g is CCTV provided

Cross out box that does not apply | Y | N | If answered 'N', please go to Q8.4

Q8.3b How many are provided in total?

☐

Q8.3c How many are 'Sheffield' stands?

☐

Q8.3d Where are cycle racks located? (Brief description of locations)

☐

Q8.3e Are the cycle racks... (cross only one box)

	Yes	No	Some
Covered?			
Secure?			
Lit?			
Overlooked by CCTV?			
Near building entrance(s)?			

Q8.4 Are cyclists able to claim mileage as a business expense?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q8.5

Q8.4b What is the mileage allowance?

Q8.5 Are pool cycles available for staff?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q8.6

Q8.5b How many pool cycles are provided?

Q8.5c Is cycle training provided? (cross only one box)

Yes

No

N/A

Q8.5d Are the cycles maintained? (by whom and how frequently)

Q8.6 Is a cycle loan/tax free scheme available to employees? (cross only one box)

Cross out box that does not apply | Y | N | If answered 'N', please go to Q8.7

Q8.6b Please provide details of cycle loan/tax free scheme available to employees

Q8.7 Are discounted cycles and accessories available to employees? (cross only one box)

Cross out box that does not apply | Y | N | If answered 'N', please go to Q9.1

Q8.6b Please provide details of discounted cycles and accessories available to employees

Section Nine: Pedestrians

Q9.1 Are there footpaths on the site for which the site occupier is resposible?

Cross out box that does not apply [Y | N] If answered 'N', please go to Q9.1

Q9.1b Are the on-site footpaths... (cross only one box)

	Yes	No	Some
Lit?			
In a good state of repair?			
Overhung by vegetation?			
Overlooked by CCTV?			

Q9.1c Do those footpaths have safe road crossing points with dropped kerbs and tactile pavements? (cross only one box)

Yes	
No	
N/A	

Q9.2 Are there any access difficulties for pedestrians?

Cross out box that does not apply [Y | N] If answered 'N', please go to Q9.3

Q9.2b Please provide details of access difficulties for pedestrians

Q9.3 Do pedestrians have a safe, convenient and attractive welcoming environment?

Cross out box that does not apply [Y | N] If answered 'N', please go to Q9.3

Q9.3b Please outline shortcomings

Section Ten: Motorcycles

Q10.1 Is dedicated motorcycle parking available?

Cross out box that does not apply [Y | N] If answered 'N', please go to Q10.1

Q10.1b Where is motorcycle parking provided?

Q10.1c How many parking spaces are available for motorcycles? (if nil, please enter O)

Q10.1d Are motorcycle parking spaces... (press only one box per line)

	Yes	No	Some
Conveniently near the entrance(s) to the building(s)?			
Secure?			
Covered?			
Lit?			
Overlooked by CCTV?			

Q10.2 Are motorcyclists able to claim mileage as a business expense?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q1.1

Q10.2b What is the mileage allowance?

Section Eleven: Storage, Changing and Associated Facilities

Q11.1 Are lockers and/or storage facilities available to staff who cycle or walk or motorcycle to work?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q10.2

Q11.1b How many lockers are available in total?

Q11.1c Are these large enough for the storage of motorcycle equipment? (cross only one box)

Yes		Please go to question 11.1e
No		Please go to question 11.1e
N/A		Please go to question 11.1d

Q11.1d How many lockers are large enough for the storage of motorcycle equipment?

Q11.1e Please describe any other form of storage available

Q11.1f Are there any rules or restrictions as to who or which group(s) of staff can use the lockers/storage areas? (cross only one box)

Yes		Please go to question 11.1g
No		Please go to question 11.2
N/A		Please go to question 11.2

Q11.1g Please describe rules or restrictions

Q11.2 Are showers provided on your site for staff who cycle or walk or motorcycle to work?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q11.3

Q11.2b How many showers provided are:

Male	
Female	
Shared	

Q11.2c Are there any rules or restrictions as to who or which group(s) of staff can use these? (cross only one box)

Yes		Please go to question 11.2d
No		Please go to question 11.3
N/A		Please go to question 11.3

Q11.2d Please describe rules or restrictions

Q11.3 Are drying/laudry facilities provided? (cross only one box)

Yes	
No	

Q12.1 Is there a bus stop near the site?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q12.2

Q12.1b List the number of stops within 400m of site/site entrance(s)

Q12.1c Which services currently serve these bus stops?

Q12.1d About the bus stop... (cross only one box)

	Yes	No	N/A
Are there any shelters?			
Are they clean?			
Are they well lit?			
Is there a timetable/live travel information			
Are there seats?			

Q12.2 Is there are surface rail station near the site

Cross out box that does not apply | Y | N | If answered 'N', please go to Q12.3

Q12.2b List the surface rail stations within 800m of the site/site entrance(s)

Q12.2c Which train operating companies serve these stations?

Q12.3 Is a season ticket loan scheme available to staff?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q12.4

Q12.3b Please provide details of ticket loan scheme

Q12.4 Are there any Park & Ride facilities which could be used to access the site?

(cross only one box)   Yes

No

Q12.5 Are private buses/minibuses run for staff/visitors?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q13.1

Q12.5b Please provide details of private buses/minibuses (including timetables, pick up points, conditions of carriage and contract details)

Section Thirteen: New Recruits

Q13.1 How many new recruits start at the organisation every year? (approximately)

Q13.2 Is information about travelling to site sent with the invitation to interview?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q13.2

Q13.2b What information is made available to them about how to travel to and from the site?

Q13.3 Is travelling to the place of work/business travel discussed as part of the interview? (cross only one box)

Yes | |
No | |

Q13.4 Is an induction pack provided for new starters?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q14.1

Q13.4b Is travel to work/for work highlighted or provided? (cross only one box)

Yes | |
No | |

Section Fourteen: Travel Information

Q14.1 Is travelling to the place of work/business travel discussed as part of the interview? (cross only one box)

Yes | |
No | |

Q14.2 Is information available from the Travel Plan Co-ordinator? (cross only one box)

Yes | |
No | |

Q14.3 Is (or previously was) personalised travel planning available for staff?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q14.4

Q14.3b Please provide details?

Q14.4 Is site-specific Travel Guide available for this site? (cross only one box)

Yes
No

Q14.5 Is information available on the organisation's internet site? (cross only one box)

Yes
No

Q14.6 Is information available on the organisation's intranet site? (cross only one box)

Yes
No

Q14.7 Other

Section Fifteen: Company Policies & Procedures / Human Resources

Q15.1 Does organisational policy identify general conditions of employment regarding travel to and from work? (cross only one box)

Yes
No

Q15.2 Is there a policy for business travel? (cross only one box)

Yes
No

Q15.3 Is there a policy stipulating conditions for car use during the course of work? (cross only one box)

Yes
No

Q15.4 Are any members of staff required to have access to as car during the working day?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q15.5

Q15.4b How many staff are required to have access to a car?

[   ]

Q15.5 Is there a policy for company car use? (cross only one box)

Cross out box that does not apply | Y | N | If answered 'N', please go to Q15.5

Q15.5b Who is entitled to a company car? What vehicle choice? Is there a cash alternative?

[   ]

Q15.6 What is the mileage allowance?

Yes [   ]
No   [   ]

Q15.7 Is there are policy to try to recuit locally?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q15.8

Q15.7b Recruit from areas accessible by non car modes? (cross only one box)

Yes [   ]
No   [   ]
N/A [   ]

Q15.8 Are expectations given to new employees regarding travel and car use? (cross only one box)

Yes [   ]
No   [   ]

Q15.9 If a relocation policy exists, does it favour employees choosing to relocate closer to the workplace? (cross only one box)

Yes [   ]
No   [   ]

Q15.10 Are any of the following available (cross only one box)

	Yes	No
Free rail/bus season tickets		
Subsidised rail/bus season tickets		
Rail/bus season ticket loans		
Clothing allowance (walkers, cyclists, motorcyclists)		
Equipment allowance (walkers, cyclists, motorcyclists)		

Section Sixteen: Visitors

Q16.1 Approximately how many visitors does the site attract? (enter only one line)

Weekly

Monthly

Yearly

Q16.1 Approximately how many visitors does the site attract? (enter only one line)

Weekly

Monthly

Yearly

Q16.2 Is travel and access information provided to site visitors?

Cross out box that does not apply   Y   N   If answered 'N', please go to Q17.1

Q16.3 What information is provided?

Section Seventeen: Fleet

Q17.1 Does the organisation provide company cars for any of its employees at this site?

Cross out box that does not apply   Y   N   If answered 'N', please go to Q17.2

Q17.1b How many vehicles?

Q17.1c Approximately how many miles per year do these vehicles travel ?

Q17.2 Does the organisation have any fleet vehicles which use this site?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q17.3

Q17.2b How many vehicles?

Q17.2c Approximately how many miles per year do these vehicles travel?

Q17.3 Does the organisation have an environmental purchase policy for the vehicle fleet? (cross only one box)

Yes

No

Q17.4 Does the organisation run alternative fuel/fuel technology vehicles? (cross only one box)

Cross out box that does not apply | Y | N | If answered 'N', please go to Q17.5

Q17.4b How many, and of what fuel type(s)? (enter only one line)

Biodiesel
Bioethanol

Liquid Petroleum
Gas(LPG)

Compressed
Natural Gas(CNG)

Electric

Petrol Hybrid

Q17.5 Does the organisation run alternative fuel/fuel technology freight vehicles?

Cross out box that does not apply | Y | N | If answered 'N', please go to Q18.1

Q17.5b How many vehicles?

Section Eighteen: Deliveries

Q18.1 How many deliveries arrive at the site each week? (approximately)

Q18.2 What arrangements exist for delivery vehicles to access the site?

Q18.3 Are deliveries arranged at times other than employee peak arrival and departure times? (cross only one box)

Yes

No

Q18.4 Are deliveries arranged at times other than employee peak arrival and departure times? (cross only one box)

Yes

No

Q18.5 Please detail any other arrangements for delivery to the site?

Section Nineteen: Reducing the Need to Travel

Q19.1 Does the organisation adopt 'smart' working practices from list below?
 (cross only one box per line)

	Yes	No
Flexi-time		
Teleworking		
Teleconferencing		
Audioconferencing		
Compressed working week		
Home working		
Hot-desking		

Q19.2 Are services available on site? (such as dry cleaning, bank, post office, sandwich delivery etc)

Cross out box that does not apply   Y   N   If answered 'N', please go to Q18.1

Q19.3 Briefly describe services available on site?

The site audit is complete
THANK YOU FOR YOUR CO-OPERATION

STANDARD S106 SCHEDULE TO BE USED

IN CASES

WHERE A <u>TRAVEL PLAN FRAMEWORK</u> IS TO BE ANNEXED TO S106

NOTE: This is to be used when a Travel Plan has been agreed and needs to be secured as a S106 Agreement. For instance, where the end user is known and where the Travel Plan includes agreed targets, outcomes, measures, remedies and monitoring arrangements.

SCHEDULE ( )

TRAVEL PLAN

(for annexing to Agreement)

1. DEFINITIONS

1.1 "Travel Plan" shall mean the Travel Plan appended to this Agreement.

1.2 "Travel Plan Coordinator" means a person appointed to undertake the roles and responsibilities set out in the Travel Plan and as notified to the Council and County Council in writing

1.3 "Travel Plan Monitoring Sum" means the sum of £[ ] Index Linked to be paid for the Monitoring and Review of the Travel Plan. Details and breakdown of how this sum is assessed can be found in the Leicestershire County Council document 'Writing a Successful Travel Plan, A guide to developers.'

1.4 "Annual Performance Report" shall mean the annual reports to be submitted indicating how the Travel Plan has been performing and if appropriate the proposals and remedies to improve performance of the Travel Plan to meet the agreed objectives and targets described in the Travel Plan. Typically Travel
Plans shall be monitored for a minimum of 5 years or to a timescale agreed with the County Council.

2. PLANNING OBLIGATIONS

2.1 The Owner covenants with the Council and the County Council as follows:

(i) Not to commence any part of the Development until the Travel Plan Sum has been paid

to the County Council and further, to notify the Council that such payment has been made within 14 days of such payment.

(ii) Not to permit the first occupation or use of the development unless and until it has appointed a person to act as a Travel Plan Coordinator, in accordance with the travel plan and to provide full details of the nominated coordinator to the County Council. Ensure that the Travel Plan Co-ordinator is identified to the County Council immediately following their nomination and that any changes in this nomination or responsibilities are notified to the County Council. To implement the Travel Plan in accordance with the proposals, the targets, measures and programme of implementation set out within it. The Travel Plan Co-ordinator will notify the County Council within 14 days of first occupation of the development.

Produce and submit to the County Council an Annual Performance Report, for approval in writing in respect of all, or each part of, the Development in accordance with the Travel Plan at intervals of not greater than 13 months following commencement of development, for a minimum of [ ] years or on a timescale agreed with the County Council. In the event that the Annual Performance Report is submitted, which does not in the reasonable opinion of the County Council achieve the objectives and or targets of the Travel Plan, to submit revised proposals and or remedies in accordance with the Travel Plan to the County Council for its approval in writing. This process shall be repeated as often as necessary until such revised proposals and or remedies to the Travel Plan are approved in writing by the County Council.

To implement the Travel Plan and any modifications arising from the Annual Performance Report approved by the County Council.

If so requested by the County Council, arrange for the Travel Plan Co-ordinator to meet with representatives of the County Council within four weeks of the request being made to discuss any issues arising from its Annual Performance Review.

In the event that the owner persistently fails to adhere to the targets set out in the Travel Plan then the owner must implement the remedial measures identified within the Travel Plan to the reasonable satisfaction of the County Council.

Not to commence any part of the Development until a bond is provided in the sum of [£] for a period of [ ] years to carry out the remedial works identified in the Travel Plan.

3 THE COUNTY'S OBLIGATIONS

The County Council covenants with the Owner and Council as follows:

3.1 To undertake with the Travel Plan Co-ordinator the on-going monitoring and review of the Travel Plan in accordance with the requirements therein

3.2 To provide support and advice to the Travel Plan Co-ordinator in implementing the Travel Plan

3.3 The Travel Plan Monitoring Sum will be used solely the monitoring of the associated Travel Plan.

3.4 To respond to the Owner's Annual Performance Reports within three weeks of receipt with either written approval, or in the event of the Annual Performance Report being unacceptable to the County Council, the reasons to explain to the Owner why revised proposals and or remedies will need to be submitted for approval in writing by the County Council for the approval of the Annual Performance Reports in accordance with the Travel Plan.

3.5 Advise the Council of instances where the Owner has not complied with the Travel Plan (following Annual Performance Reports or otherwise).

3.6 Submit a copy of any revisions to the measures and or remedies contained within the Travel Plan (following Annual Performance Report or otherwise), approved by the County Council, to the Council

STANDARD S106 SCHEDULE TO BE USED

IN CASES

WHERE A <u>TRAVEL PLAN FRAMEWORK</u> IS TO BE ANNEXED TO S106

NOTE: This is to be used when a Travel Plan Framework has been agreed and needs to be secured as a S106 Agreement. For instance, where the end user is unknown and where the Travel Plan Framework includes agreed targets, outcomes, measures, remedies and monitoring arrangements. These are commonly associated with Outline Planning Applications.

SCHEDULE [ ]

Travel Plan Framework

(for annexing to agreement)

1. DEFINITIONS

1.1 "Travel Plan Framework" shall mean the Travel Plan Framework appended to this Agreement.

1.2 "Travel Plan" shall mean each individual Travel Plan required pursuant to the Travel Plan Framework and to be approved in writing by the County Council pursuant to the Travel Plan Framework and the plural shall mean all such documents to be required and approved pursuant to the Travel Plan Framework.

1.3 "Travel Plan Coordinator" means a person appointed to undertake the roles and responsibilities set out in the Travel Plan and as notified to the Council and County Council in writing

1.3 "Travel Plan Monitoring Sum" means the sum of £[ ] Index Linked to be paid for the Monitoring and Review of the Travel Plan. Details and breakdown of how this sum is assessed can be found in the Leicestershire County Council document 'Writing a Successful Travel Plan, A guide to developers.'

1.4 "Annual Performance Report" shall mean the annual reports to be submitted indicating how the Travel Plan has been performing and if appropriate the proposals and remedies to improve performance of the Travel Plan to meet the agreed objectives and targets described in the Travel Plan.

2. PLANNING OBLIGATIONS

2.1 The Owner covenants with the Council and the County Council as follows:

(i) Not to commence any part of the Development until the Travel Plan Sum has been paid to the County Council and further, to notify the Council that such payment has been made within 14 days of such payment.

(ii) Not to permit the first occupation or use of the development unless and until it has appointed a person to act as a Travel Plan Coordinator, in accordance with the travel plan and to provide full details of the nominated coordinator to the County Council.

(iii) In the event that the County Council declines to approve any Travel Plan, to submit a revised Travel Plan to the County Council within a further period of one month from receipt by the Owner of the County Council's notification of the Travel Plan not being acceptable and the revised Travel Plan shall address the County Council's reasons for refusal. This process shall be repeated as often as necessary until the Travel Plan is approved in writing by the County Council.

(iv) Ensure that the Travel Plan Co-ordinator is identified to the County Council immediately following their nomination and that any changes in this nomination or responsibilities are notified to the County Council.

(v) To implement each Travel Plan approved by the County in accordance with the programme of implementation set out in each Travel Plan. Produce and submit to the County Council an Annual Performance Report, for approval in writing in respect of all, or each part of, the Development in accordance with the Travel Plan Framework at intervals of not greater than 13 months following commencement of development, for a minimum of [ ] years or on a timescale agreed with the County Council. In the event that the Annual Performance Report is submitted, which does not in the reasonable opinion of the County Council achieve the objectives and or targets of the Travel Plan Framework, to submit revised proposals and or remedies in accordance with the Travel Plan Framework to the

County Council for its approval in writing. This process shall be repeated as often as necessary until such revised proposals and or remedies to the Travel Plan are approved in writing by the County Council.

(vii) Implement the Travel Plan and any modifications arising from the Annual Performance Report approved in writing by the County Council. The Travel Plan Co-ordinator will notify the County Council within 7 days of first occupation of the development.

(ix) If so requested by the County Council, arrange for the Travel Plan Co-ordinator to meet with representatives of the County Council within four weeks of the request being made to discuss any issues arising from its Annual Performance Review.

(x) In the event that the owner persistently fails to adhere to the targets set out in the Travel Plan then the owner must implement the remedial measures identified within the Travel Plan to the reasonable satisfaction of the County Council. Not to commence any part of the Development until a bond is provided in the sum of [£] for a period of [ ] years to carry out the remedial works identified in the Travel Plan.

3 THE COUNTY OBLIGATIONS

The County Council covenants with the Owner and Council as follows:

3.1 To give approval of any Travel Plan submitted pursuant to paragraph 2.1 (iii) above, such approval not to be unreasonably withheld or delayed

3.2 To undertake with the Travel Plan Co-ordinator the on-going monitoring and review of any Travel Plan in accordance with the requirements therein.

3.3 To provide support and advice to the Travel Plan Co-ordinator in implementing the Travel Plans

3.4 The Travel Plan Monitoring Sum will be used solely the monitoring of the associated Travel Plan Framework.

3.5 To respond to the Owner's Annual Performance Reports within three weeks of receipt with either written approval, or in the event of the Annual Performance Report being unacceptable to the County Council, the reasons to explain to the Owner why revised proposals and or remedies will need to be submitted for approval in writing by the County Council for the approval of the Annual Performance Reports in accordance with the Travel Plan.

3.6 Advise the Council of instances where the Owner has not complied with the Travel Plan or modified Travel Plan (following Annual Performance Reports or otherwise).

3.7 Submit a copy of any modified Travel Plan (following Annual Performance Report or otherwise).

APPENDIX G - BREAKDOWN OF TRAVEL PLAN MONITORING FEES

n.b. Fee's are correct as of May 2013 and will be reviewed annually.

20days (based on 4 days work a year, over 5 years) x 7.5hrs = 150hrs

150hrs x £14.25 (average per hr grade 10 wage) = £2137.5

2137.5 x 2.5 (multiplyer) = £5343.75

£5343.75 + iTRACE fee (£650) = £6000

40days (based on 8 days work a year, over 5 years) x 7.5hrs = 300hrs

300hrs x £14.25 (average per hr grade 10 wage) = £4275

4275 x 2.5 (multiplyer) = £10687.5

£10687.5 + iTRACE fee (£650) = £11337.5