

Travel Plan Checklist for Developers

A Travel Plan or Framework Travel Plan should contain all of the following:

- Aims and objectives – what will be achieved from the Travel Plan for the company and the local environment/community.
- An audit of existing on-site sustainable travel facilities in the context of:-
 - Site location (including a site map identifying existing facilities)
 - Employee and visitor numbers
 - Existing car parking patterns, both on-site and off site (e.g. side roads and public car parks)
 - Pedestrian facilities
 - Cycle routes
 - Bicycle parking and motorcycle parking
 - Access to bus stops and public transport provision
 - Trip end facilities (showers, lockers etc) for cyclists and walkers.
- Existing Modal splits should be provided from a baseline staff travel survey where possible or a likely modal split where no existing data is available.
- Modal split targets should be set for years 2 and 5. At a minimum these should seek to decrease the number of people driving to work by 10%.
- Modal split targets should be set as per the following categories, or in more detail if appropriate for the site;

Mode of Travel	Existing/estimated Modal Split %	2 Year Modal Split Target %	5 Year Modal Split Target %
Car driver			
Car passenger			
Cycle			
Walk			
Bus			
Motorcycle			
Other			

- A separate target will need to be negotiated for visitors depending upon the specific operation of the site.

- Firm projects that are already in place, or will be put in place, to achieve the targets. This could include:
 - Car parking restraint, charges and management
 - Bus lanes, bus stops, stations
 - Cycle paths
 - Pool bikes
 - Trip end facilities (lockers, showers, etc.)
 - Discounted public transport tickets
 - Tele-working and home working
 - Car-sharing register

- A schedule of all future works needs to be included as part of the draft document. This should include target dates for both physical and promotional work. Progress towards these can be repeated in future monitoring reports.

- Monitoring procedures including reporting back to Swindon Borough Council on the progress made, must be conducted on an annual basis in order to gauge progress towards 2 and 5-year modal split targets. The Council will request modal split data in writing and Travel Plan Co-ordinators should seek to undertake monitoring during September (commonly accepted as the most typical month for demonstrating year round travel behaviour). Modal split data should then be delivered to the Council no later than 1st December each year. The owner will be obliged to provide a member of staff to liase with the Council to provide this information who should be able to demonstrate the validity of the survey method and results.

- In the event that the monitoring is not carried out, the Council shall appoint an independent consultant to carry out the surveys entirely at the Occupiers expenses.

Definitions:

Modal Split – the absolute ‘share’ or proportion of all person/trips using each mode of transport (e.g. car driver, car passenger, public transport, cycling, walking). This information is usually derived from a travel survey of employees, which is needed as a baseline for any travel plan, along with the total number of employees. Where employees and visitors share Access/car Park, monitoring techniques will need to take this into account.

Modal Shift – the change in modal share for a particular mode of transport, which relates any increase or decrease to overall trips but not to employee numbers.