

(Your organisation's name). Travel Plan

(Your organisation's address)

Version no:.....

Date:

(Your name here)

Travel Plan Co-ordinator

1. Details of the development

Describe the development, eg what it is, size, who will be using, occupying and visiting it.

2. How this travel plan relates to the development

Include:

- whether the travel plan will be submitted alongside a planning application; or
- the planning condition wording, which requires the submission of a travel plan;
- when the travel plan will be implemented – ie before or after occupation;
- in the case of framework/outline travel plans, when full details will be included;
- when the travel plan auditing fee will be paid to Surrey County Council.

Please refer to Sections 5 + 14 of the SCC's travel plan good practice guide.

3. Predicted travel

Describe here the predicted, travel-related impact of the development, eg the potential number of people who might drive to the site, including any who park off-site, if appropriate; when the heaviest traffic to the development is likely to occur, and any other relevant details.

4. This travel plan relates to (please provide details, eg our staff/visitors/patients/customers/deliveries etc)

5. Travel plan co-ordinator

This travel plan has been prepared by [your name here](#), Travel Plan Co-ordinator – contact details are [tel no and email address here](#). Please include details of contributors to this travel plan and how the travel plan will be taken forward, for example, through a working group, by reporting to meetings of the Facilities Group etc. If responsibility for the travel plan is to be transferred to the owner/occupier, please provide details here.

Please refer to Sections 7 + 8 of the SCC's travel plan good practice guide.

6. Executive summary

A concise summary of the key points of this travel plan, including a stated commitment, from a senior management/board level representative.

7. Our organisation

Please provide:

- a description of your organisation
- number of car parking spaces
- number of staff employed at the site
- number of staff on site at any one time
- number and type of people who access the site other than staff (eg customers, patients, visitors etc)
- details of relevant policies (for example, a homeworking policy)
- details of facilities which encourage sustainable travel (for example, secure, covered cycle storage for 30 bikes, 10 x lockers, 2 x showers etc)
- details of schemes which promote sustainable travel (for example, season ticket loans, car clubs, car sharing).

8. Our location

Provide a description of the development site, ie whether the site is rural or urban, a description of the local roads, location to the nearest town and other relevant details, as appropriate.

9. Transport links

Provide details of local bus services, location of bus stops, railway stations, cycle routes and facilities, footpaths, crossings etc. If you have maps which display this information, please include these.

10. Current travel patterns

If the site is occupied, please state how people currently travel to this site.

If the site is unoccupied and you have yet to undertake a travel survey, please state when this will be conducted.

Please refer to Section 13 of the SCC's travel plan good practice guide.

11. Issues

Include any issues identified in the travel surveys and/or the Transport Assessment, if one has been produced for a planning application. List each issue separately, for example

1. the amount of traffic in local roads results in delayed deliveries to our site
2. increasing travel expenses are having a negative impact on our profits.

12. Travel plan outcomes (objectives)

List what this travel plan aims to achieve in order to address any issues identified or to reduce vehicular traffic, for example

1. a reduction in the number of cars parked in and around the site
2. a reduction in the number of cars being driven to the site
3. a reduction in business car mileage costs.

Please refer to Section 10 of the SCC's travel plan good practice guide.

13. Travel plan targets

List SMART targets which link directly to the outcomes, for example:

1. a 30% reduction in the number of cars parked daily in and around the site by June 2018
2. a 20% increase in the amount of staff travelling sustainably to the site on a daily basis by June 2018
3. business car mileage costs reduced by 50% by June 2018.

Please refer to Section 10 of the SCC's travel plan good practice guide.

14. Measures

Describe the measures which will be used to achieve these targets, eg participation in Cyclescheme, produce a travel plan webpage on the company website, cycle training events, season ticket loan scheme, promotion of tele-conferencing facilities, smart working policy, car-sharing promotion etc

Please refer to Section 11 + Appendix B of the SCC's travel plan good practice guide.

15. Action plan

Specify the steps to be taken to implement these measures – each measure to have a completion date and to state who will be responsible for implementation, eg

1. Jane Brown, Travel Plan Co-ordinator to attend meeting with Head of Finance to discuss participation in Cyclescheme and season ticket loans – Feb 2019
2. Jane Brown, TPC to contact IT Dept about travel plan webpage – Mar 2019
3. David Smith, Head of Facilities, to email all staff about newly-installed tele-conferencing phones – May 2019

Please refer to Section 11 of the SCC's travel plan good practice guide.

16. Monitoring

Describe how this will be undertaken.

Please refer to Section 13 of the SCC's travel plan good practice guide.

17. Remedial measures

Describe what remedial measures will be implemented, should the targets not be met.

Please refer to Section 12 of the SCC's travel plan good practice guide.