

TRAVEL PLAN CHECKLIST



SCHOOLS

INTRODUCTION

1. School details
2. Pupil and staff information
3. Opening times
4. Working group members

TRAVEL AND TRANSPORT INFRASTRUCTURE

1. On site facilities (Incl. information around estimated number of people and vehicles accessing the site)
2. STARS routes to school audit

Please ignore this section if you are an interim or a newly built school.

SURVEYS, MODAL SHIFT AND TARGETS

1. Pupil Survey
2. Staff Survey
3. Targets

ACTION PLAN

1. Select a minimum of 5 initiatives, one must be a consultation initiative, one must be annual monitoring.

TRAVEL AND TRANSPORT ISSUES

1. List specific issues and how these are identified

SIGN OFF

1. School Travel Plan Champion
2. Head Teacher
3. Governor
4. LA Officer

RESIDENTIAL (Interim)

INTRODUCTION

1. Overview of the proposed site
2. Developer/Landowner details

BACKGROUND INFORMATION

1. Key points from the TA (Travel Assessment) that are relevant to the Travel Plan

TRAVEL AND TRANSPORT INFRASTRUCTURE

1. On site facilities (Incl. information around estimated number of people and vehicles accessing the site)

OBJECTIVES

1. To ensure the developments trip rates are agreed at the planning process

TARGETS

1. Modal shift targets based on trip rate reduction
2. A commitment to identify suitable SMART targets once the site is occupied

ACTION PLAN

1. List of actions to meet targets, incl. trigger points for delivery
2. Interim marketing strategy

WELCOME PACK

1. Identify the content of the welcome pack

MONITORING

1. Commitment to undertake the baseline monitoring on occupation of the 100th dwelling. To produce a full travel plan within 3 months of occupation of the 100th dwelling
2. A commitment of 2 week vehicular traffic counts, set up on all vehicular access points in the development (not in public or school holidays)
3. A commitment to provide the 14 day surveys
4. A commitment to provide uptake of PTP (personalised travel plans)
5. A commitment to provide the number of uptake of multi-modal vouchers

BUDGET

1. Travel Plan budget

TRAVEL PLAN CHECKLIST



RESIDENTIAL (Full)

INTRODUCTION

1. Overview of the proposed site
2. Build out rate/phasing
3. Current number of dwellings occupied
4. Developer and TPC (Travel Plan Coordinator) details

BACKGROUND INFORMATION

1. Agreed trip generation from TA (Incl. am and pm peaks)

TRAVEL AND TRANSPORT INFRASTRUCTURE

1. On site facilities (Incl. information around estimated number of people and vehicles accessing the site)

OBJECTIVES

1. To ensure the developments trip rates are agreed at the planning process

TARGETS

1. Modal shift targets based on trip rate reduction
2. Additional SMART targets

ACTION PLAN

1. List of actions to meet targets, incl. timescales for delivery

2. Include details on how this will be marketed to residents

WELCOME PACK

1. Summary of the content of the welcome pack. Full pack to be appended

MONITORING

1. A commitment to monitor the travel plan annually on each anniversary of the occupation of the 100th dwelling for a minimum of 5 years or one year after occupation of the final dwelling. (whichever is the longest duration)
2. 2 week vehicular counts, set up on all vehicular access points in the development (not in public or school . holidays)
3. Commitment to provide the number of surveys
4. Commitment to provide the uptake of PTPs
5. Commitment to provide the uptake of multi-modal vouchers

BUDGET

1. Travel Plan budget

WORKPLACE (Interim)

INTRODUCTION

1. Organisation details
2. Opening times/working hours

TRAVEL AND TRANSPORT INFRASTRUCTURE

1. On site facilities
2. Site audit (incl. information around estimated number of people and vehicles accessing the site)

TARGETS

1. List specific transport issues and how these are identified

ACTION PLAN

1. Select a minimum of 5 initiatives and one must be a consultation initiative, one must be annual monitoring. To view a list of initiatives if you are not using STARSfor, please visit www.suffolk.gov.uk/travelplans

WORKPLACE (Full)

INTRODUCTION

1. Organisation details
2. Staff and visitor information
3. Opening times/working hours
4. Working group members

TRAVEL AND TRANSPORT INFRASTRUCTURE

1. On site facilities
2. Site audit (incl. information around estimated number of people and vehicles accessing the site)

TARGETS

1. Staff survey
2. Targets
3. List specific travel and transport issues

ACTION PLAN

1. Select a minimum of 5 initiatives and one must be a consultation initiative, one must be annual monitoring. To view a list of initiatives if you are not using STARSfor, please visit www.suffolk.gov.uk/travelplans