



# TRAVEL PLAN CHECKLIST



## SCHOOLS

To find out more about Modeshift STARS green accreditation requirements see [www.modeshiftstars.org](http://www.modeshiftstars.org)

## RESIDENTIAL *(Interim)*

### INTRODUCTION

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

### BACKGROUND INFORMATION

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

### TRAVEL AND TRANSPORT INFRASTRUCTURE

1. Bus, cycle, walking, etc.

### OBJECTIVES

1. To ensure that the development's trip rates are agreed during the planning process

### TARGETS

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

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | 1. Identify the content of the welcome pack  | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. Provision of multimodal (Bus, Cycle, Rail) voucher to the equivalent value of two months bus travel | <input type="checkbox"/> |

### MONITORING

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | 1. Commitment to undertake the baseline monitoring on occupation of the 100th dwelling and to produce a full travel plan within 3 months of the occupation of the 100th dwelling | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. A commitment of 2 week vehicular traffic counts, set up on all vehicular access points in the development (not to be undertaken during school or public holidays)             | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. A commitment to participate in Suffolk County Council's Residential Travel to Work questionnaire  | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. A commitment to provide uptake of Personalised Travel Plans (PTP)   | <input type="checkbox"/> |
| <input type="checkbox"/> | 5. A commitment to provide the number and type of multimodal vouchers requested  | <input type="checkbox"/> |

### BUDGET

- |                          |                                |                          |
|--------------------------|--------------------------------|--------------------------|
| <input type="checkbox"/> | 1. Travel Plan budget in place | <input type="checkbox"/> |
|--------------------------|--------------------------------|--------------------------|



# THE WAY TO GO

## Suffolk

# TRAVEL PLAN CHECKLIST



## RESIDENTIAL (Full)

### INTRODUCTION

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

### BACKGROUND INFORMATION

1. Agreed trip generation from Travel Assessment (incl. am and pm peaks)

### TRAVEL AND TRANSPORT INFRASTRUCTURE

1. Bus, cycle, walking, etc.

### OBJECTIVES

1. To ensure that the development's trip rates are agreed during the planning process

### TARGETS

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

### ACTION PLAN

1. List of action to meet targets incl. timescales for delivery
2. Include details of how this will be communicated to residents

### WELCOME PACK

1. Summary of the content of the welcome pack. Full pack to be appended.
2. Provision of multimodal (Bus, Cycle, Rail) voucher to the equivalent value of two months bus travel

### MONITORING

1. A commitment to monitor the travel plan annually on each anniversary of the occupation of the 100th dwelling for a minimum of either a) 5 years; or b) one year after the 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 to be undertaken during school or public holidays)
3. A commitment to participate in Suffolk County Council's Residential Travel to Work questionnaire
4. A commitment to provide the uptake of Personalised Travel Plans (PTP)
5. A commitment to provide the number and type of multimodal vouchers requested

### BUDGET

1. Travel Plan budget in place

## WORKPLACE (Interim)

### INTRODUCTION

1. Organisation details
2. Opening times / working hours / shift pattern

### TRAVEL AND TRANSPORT INFRASTRUCTURE

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

### TARGETS

1. Relate to specific transport issues

### ACTION PLAN

1. Select a minimum of 5 initiatives. One *must* be a consultation initiative and one *must* be annual monitoring. See Appendix 3 of the Travel Plan Guidance

## WORKPLACE (Full)

### INTRODUCTION

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

### TRAVEL AND TRANSPORT INFRASTRUCTURE

1. On-site facilities
2. Site audit

### TARGETS

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

### ACTION PLAN

1. Select a minimum of 5 initiatives. One *must* be a consultation initiative and one *must* be annual monitoring. See Appendix 3 of the Travel Plan Guidance