## Company/Development Name

## Company/Development Address Details

## Workplace Travel Plan Template for a development with a single user

### (including new/speculative/extension)

Use this space to insert an image of site locations/development

Include your company logo

Date



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### Definitions

##### Travel Plan Template

shall mean this document containing a mixture of measures to encourage sustainable travel to the site alongside disincentives to driving alone

##### Travel Plan Co-ordinator

shall mean a permanent member of staff appointed by the Developer / Owner with the appropriate skills, budgetary provision and resources to produce and update a **Travel Plan**, manage the continued implementation of the **Travel Plan** including the provision of information to the Council and the County Council

##### Sustainable Travel Planning Team

means the County’s Sustainable Travel Planning Team whose role includes but is not limited to providing recommendations and advice concerning all matters associated with the Travel Plan together with monitoring

##### Staff Travel Survey

shall mean a questionnaire approved by the **Sustainable Travel Planning Team** and undertaken to identify the main modes of travel used by employees for journeys to and from work and business trips

##### Action Plan

shall mean the identification of all sustainable travel opportunities and activities that should be taken to help achieve the Plan’s Objectives.

##### **Travel Plan**

shall mean a working plan to include all measures to ensure sustainable means of travel are available to employees of the Development in accordance with the requirements of the National Planning Policy Framework and amended and supplemented from time to time under the provisions of the **S106 Agreement** and the **Annual Travel Plan Reviews**

Section 106 Agreement (S106)

is a legal agreement between Local Authorities and developers; linked to planning permissions or obligations

##### Annual Travel Plan Review

shall contain a yearly report including the results and analysis of the **Staff Travel Survey** indicating how the **Travel Plan** has been performing

### 1.0 Travel Plan Aim & Objectives

#### 1.1 Travel Plan Aim

The primary aim of this Travel Plan is to:

“Reduce the number of single occupancy cars arriving at the site, by facilitating the use of more sustainable alternatives”

#### 1.2 Travel Plan Objectives

The primary objectives of *(Company / Development Name)* Travel Plan is to: *(choose from some of the examples shown below or include your own)*

* Reduce the demand for car parking
* Reduce costs associated with parking provision
* Reduce the number of employees travelling to work alone by car
* Increase travel awareness and promote sustainable travel behaviour, thus supporting the reduction of traffic congestion and pollution
* Reduce travel costs for employer and employee
* Reduce your carbon footprint
* Improve facilities to enable staff to use alternative modes of transport
* Potential health benefits for employees through encouragement of walking and cycling to the workplace and/or on business trips
* Ensure that all staff and visitors are made aware of alternatives to the car
* Ensure that all staff and visitors are made aware of the **Travel Plan**
* Opportunity to promote the Company’s Corporate Social Responsibility within the community through an interest in sustainable environmental improvement
* Improve attractiveness of company to employees through the provision of a greater range of staff facilities and benefits

### 2.0 Introduction

#### 2.1 Reason for Travel Plan

As part of the planning permission for the (Company/ Development Name), a number of planning conditions and obligations have been set which relate to the implementation and delivery of a Travel Plan.

The Section 106 Agreement sets out a number of obligations in relation to the delivery of a Travel Plan which includes the commitment to appoint a Travel Plan Coordinator**.**

This Travel Plan aims to positively influence the travel patterns and behaviours of (Company /Development Name) employees to reduce reliance on the use of private cars by employees in travelling to work, and in carrying out their work duties, through the encouragement of greater use of public transport and other sustainable modes of travel.

#### 2.2 Background Information

*(Please refer to the Guidance Notes to complete this section)*

### 3.0 Travel Plan Management

#### 3.1 Travel Plan Co-ordinator

The **Travel Plan Co-ordinator** shall mean a permanent member of staff appointed by the Developer/Owner with the appropriate skills, budgetary provision and resources to fulfil the role.

The Travel Plan Co-ordinator will be made responsible for developing and implementing the Travel Plan and collecting data from the organisation. They will lead on this initiative and act as the correspondent between the local authority and the organisation. He / she will ensure ongoing development and implementation of the plan, taking responsibility for liaison with external agencies as appropriate, whilst ensuring that the workforce and visitors are kept fully informed of any new developments in the plan’s implementation.

The duties of the Travel Plan Co-ordinator will include:

* Present a business case to secure a budget for **TravelPlan** development and ensure its efficient and effective use
* Present a business case to secure a budget for **Travel Plan** development and ensure its efficient and effective use
* Undertake annual **Staff Travel Surveys** over five consecutive years and supply evidence of this to the District/Borough/City Council and the County Council
* Take responsibility for data collection and review of the **Travel Plan**
* Oversee the development and implementation of the **Travel Plan** on a day-to-day basis
* Obtain and maintain commitment and support from senior managers, staff, union representatives etc.
* Design and implement effective marketing and awareness-raising campaigns to promote the **Travel Plan**
* Set up, co-ordinate and attend Steering Groups, Working Groups etc
* Act as a point of contact for all staff requiring information
* Ensure the travel information available is **always** up to date
* Liaise with external organisations, e.g. local authorities
* Negotiate with transport operators to secure discounts for staff
* Co-ordinate the monitoring programme for the **Travel Plan,** including target setting (in agreement with Essex County Council) and make necessary changes if the targets are not being met
* Source and supply travel information packs for all site users

The contact details for the **Travel Plan Co-ordinator** willbe submitted to Essex County Council’s Sustainable Travel Planning Team upon appointment to the role**.**

#### 3.2 Partnerships

Partnerships are an important aspect to the success of a Travel Plan. By building partnerships with other businesses and community groups we can share best practice and develop new travel initiatives.

### 4.0 Travel Plan Targets

The success of the **Travel Plan** will be measured against the number of employees making single occupancy car trips, and the level of modal-shift from single vehicular use to sustainable modes such as walking, cycling, car sharing and public transport.

Targets for modal shift will be set following the initial Staff Travel Survey and will be reviewed on an annual basis in conjunction with the District/Borough/City Council and the County Council.

The targets for *(Company / Development Name)* have been identified below:

(You should aim to include 3-5 targets for action here).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Targets | Timescale Year 1 | Timescale Year 2 | Timescale Year 3 | Timescale Year 4 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(Refer to the Guidance Notes for examples of appropriate targets)

### 5.0 Sustainable Travel Plan opportunities

### 5.1 Walking and Cycling

Use this section to detail the opportunities available to encourage employees to walk or cycle as an alternative to driving alone.

The following measures that promote travel choice and should be included within your **Travel Plan** (as a minimum) are:

* Advertising the health benefits of walking and cycling through promotional material.
* Encouraging people to cycle to and from the site by ensuring cycle parking facilities for employees and visitors are widely available.
* Distribution of walking and cycling maps/leaflets.
* Details of nearby walking/cycling outlets.

(See Guidance Notes for further information and examples)

### 5.2 Public Transport

Use this section to detail the opportunities available to encourage employees and visitors s to use local public transport services as an alternative to driving alone.

The following measures that promote travel choice and should be included within your **Travel Plan** (as a minimum) are:

* Provision of timetable and route map information.
* Provision of taster bus/rail tickets.
* Continuous review and update of bus/train timetable and service information, as appropriate.
* Bus and train timetable information accessible via the development notice board / company websites
* Links to information services, e.g. National Rail Enquiries and Traveline
* Details of service providers, for example First / Arriva etc..
* Bus/train user groups

(See Guidance Notes for further information and examples)

### 5.3 Car Park Management

Use this section to detail the car parking provision for staff and visitors to the site. Outline if there is a parking policy for employees and visitors and also the number of spaces available.

#### 5.3.1 Car Sharing

Use this section to detail how the **Travel Plan** will promote car sharing, and what initiatives will be introduced.

The following measures that promote travel choice and should be included within your **Travel Plan** (as a minimum) are:

* Signpost employees to [www.essexcarshare.com](http://www.essexcarshare.com) - Essex County Council’s branded car share scheme which enables people to join for free and search for potential car share matches. It’s quick, simple and free. Once someone has joined they will be matched up with potential sharers as a driver or passenger – consider this when processing applications for parking permits
* Organise coffee mornings or promotional events to help potential car sharers meet

(See Guidance Notes for further information and examples)

### 5.4 Working Practices

Use this section to list any working practices which are in place and the details of them, which may impact the **Travel Plan** and travel arrangements to the site of employees.

On this site the normal working hours are (state start and finish times).

(See Guidance Notes for further information and examples)

### 5.5 Marketing, Promotion and Information

Publicity is a key element of your **Travel Plan** as it will help you meet many of your objectives. Regular marketing and advertising is the most effective way of ensuring employees are engaged. Consider the following:

* Details of walking websites – for example, [www.livingstreets.org.uk](http://www.livingstreets.org.uk)
* Details of cycling websites – for example, [www.sustrans.org.uk](http://www.sustrans.org.uk)
* Details of ECC website – [www.essex.gov.uk/travelsmart](http://www.essex.gov.uk/travelsmart)
* Provision of journey planning websites, for example:
  + [www.traveline.info](http://www.traveline.info)
  + [www.nationalrail.co.uk](http://www.nationalrail.co.uk)
  + [www.google.co.uk](http://www.google.co.uk)
* Localised area maps and leaflets showing walking and cycling routes within the immediate area of the development
* Focus on promoting the benefits of a car share scheme which will benefit the local environment and reduce traffic going in and out of the site. Publicise [www.essexcarshare.com](http://www.essexcarshare.com).

(See Guidance Notes for further information and examples)

### 5.6 Action Plan

The Actions designed to meet the **Travel Plan** Objectives and Targets should be set out in the table below; detailing the implementation date, resources required and who is responsible for each one.

(See Guidance Notes for examples)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Target | Action | Implementation Date | Resources Required | Responsibility | Supported By |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

This **Action Plan** should be revised every year following each **Annual Travel Plan Review**. Results from the **Staff Travel Survey** should be used to update the targets and actions as required.

### 6.0 Travel Plan Monitoring & Review

The **Travel Plan Co-Ordinator**will monitor the implementation and success of the **Travel Plan,** by ensuring that measures are promoted, and the relevant data is captured. This will be done by ensuring surveys are carried out in line with the timescales. Upon completion of the relevant data collection, modal-shift targets will be agreed, and **Action Plans** revised.

### 6.1 Staff Travel Survey

A **Staff Travel Survey** will be undertaken by (Name of Travel Plan Co-ordinator) within three months of occupation**,** from which baseline data will be retrieved and targets set.

The survey will aim to:

* Identify which modes of transport could be promoted in light of the survey findings
* Establish the popular alternative modes of travel to the site. What do people want to use but currently do not / cannot
* Analyse travel on business data

The results of each **Staff Travel Survey** will provide information on the established travel choices of staff and hence will provide a basis for the setting of targets in the **Travel Plan.**

Agreed targets between Essex County Council and (Name of Travel Plan Co-ordinator) will be set which are relevant, measurable, and achievable and will be monitored on an on-going basis.

### 6.2 Reporting

Travel Plan Reports should be produced and submitted to Essex County Council’s Sustainable Travel Planning Team for review, identifying how well the Travel Plan is doing against its original targets, and what measures are proposed to meet these in the future, along with time scales. Based on the survey results, the success of the overarching Travel Plan will be assessed against its targets. All reports must be submitted annually in line with the undertaking of travel surveys and will form part of the Annual Travel Plan Review.

(See Guidance Notes for further information)

### 7.0 Summary

*(Company/Development Name)* has agreed to these **TravelPlan** arrangements, which demonstrate the importance of, the environmental, health and commercial benefits of increasing the use of more sustainable modes of travel as an alternative to the private car. *(Company/Development Name)* is committed to developing this programme with the support of Essex County Council.

This information is issued by:  
Essex County Council

Contact us:  
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[www.essexhighways.org/safer-greener-healthier-businesses](http://www.essexhighways.org/safer-greener-healthier-businesses)

The information contained in this document can be translated, and/or made available in alternative formats, on request.

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