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Workplace Travel Plan Template for the production of Travel Plans - with examples



4th Draft – May 2018

Important Note

This document is designed to provide a basic structure and guidance for companies and developers when producing a Travel Plan. For further information please consult the Travel Plan Resource Pack for Employers that is available to download from [here](#).

Links to other sources of information and council support are listed at the end of this document.

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Guidance - Travel Plan Contents

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1. Executive Summary

If relevant to a planning application, this section should include a one page summary highlighting important evidence in support of the application.

2. Introduction of Travel Plan

This section of the Travel Plan should include the following paragraphs, examples of which are below in **blue text**.

- Planning application number, where available / applicable
- Details including **Name of company, address of site/s, details of the business that the company operates.**
- Details about the **ownership of the site/s**, including length of lease etc.
- If the development is new, **when occupation is expected to start and when the site will be fully occupied.**
- **Brief history** of site and organisation.
- **Describe existing and proposed on-site activities.**
- **Brief details of the policy framework** behind travel plans - International/National/Regional and local, ISO14001 etc.
- **Reasons for the Travel Plan** at your site.
- **Details of the aims and objectives.**
- Detail the business case for your organisation developing a Travel Plan.

(This section can include: cost savings, increased productivity, healthier workforce and reduced absenteeism, time savings, staff recruitment, energy savings, reduction in carbon emissions etc.)

(or) This section should include:

- Cost savings:
 - Reducing the number of parking spaces used by employees can reduce car park maintenance costs, and can also free up revenue generating spaces.
 - Increasing home-working and the use of compressed working time may reduce floor space requirements.
 - Time savings:
 - Less traffic means sites become more accessible to staff, visitors and deliveries.

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- Journey times can be more predictable for those using sustainable modes, hence better punctuality.
- Staff recruitment benefits:
 - Corporate discounts with public transport companies are attractive for staff, e.g. B&H Buses
 - Improved recruitment and retention.
 - Larger labour pool as recruitment is not only limited to those with access to certain travel modes.
- Reduction in Carbon emissions:
 - For every 1000 miles travelled by bicycle/on foot rather than by car, 0.31 tonnes less carbon is emitted.
 - For every 1000 miles travelled by bus rather than by car, 0.21 tonnes less carbon is emitted
 - Staff working from home just one day per week would reduce the emissions associated with their commuter travel by 20% per week

1.1 EXAMPLE - Executive Summary

Example wording for your Travel Plan:

1.1 This Travel Plan is submitted as part of the evidence in support of planning application number XXXXXXXX.

1.2 XXXX have operated administration centres in Brighton & Hove since xxxx. Total numbers of staff employed have risen in that period from xxx to xxxx (including part time staff, evening staff etc). In that period, traffic levels and parking issues have steadily risen, with car ownership now considered to be essential by the majority of the working population.

1.3 Xxxx has agreed a lease for their new offices until 20xx. Occupation began in September 20xx, and was at capacity by January 20xx.

1.4 Xxxx has been in business since xxxx, and it's everyday business is.....

1.5 Although the current site for xxxx is an administration centre, we also run a distribution service for other offices throughout the city resulting in xxxx extra vehicle movements a day by lorries, vans etc.

1.6 Xxxx wants to produce a local Travel Plan due to the limited number of parking spaces in the vicinity to the offices. The organisation also wishes to encourage our staff

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to improve their activity levels and thereby cut sickness absence that is currently running at xxx. The adoption of a local Travel Plan will also help to improve the public perception of the organisation, and contribute to a good environmental image.

1.7 Xxxxx is adopting a Travel Plan as it contributes to reducing business costs in the following ways: For example, reduces business costs associated with business mileage etc.

1.8 By adopting a Travel Plan, xxxx is assisting Brighton & Hove City Council's plans to cut congestion, improve road safety and air quality, and improve accessibility across the city; thus making Brighton & Hove an attractive and healthy location to live, work and visit.

1.9 The adoption of the Travel Plan in Brighton & Hove is also a first step for xxxx to apply for ISO14001 environmental accreditation.

1.10 The aim of xxxx Travel Plan is to reduce traffic congestion by increasing the number of staff who choose to travel by sustainable modes of transport, for both commuting and business travel.

1.11 Xxxx will achieve this by promoting public transport, cycling, walking and car sharing across the organisation to all of its employees, customers and visitors, via the measures discussed in section 4 of this document.

1.12 Xxxx will work in close partnership with Brighton & Hove City Council to resolve current and future travel issues.

1.13 The following documents have been used for guidance in preparing this document: (Place details here of your organisation's policies and procedures that support the implementation of your Travel Plan)

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3. Travel Plan Administration

This section of the Travel Plan should include the following paragraphs, examples of which are below in red

- Contact details of the Travel Plan Coordinator appointed in your organisation.
- Outline of their responsibilities including - consultation, feedback, monitoring, review, and liaison with the local authority.
- The role of Travel Plan Coordinator should be one of the duties of a manager within the organisation.

1.2 EXAMPLE - Travel Plan Administration

Example wording for your Travel Plan:

1.1 xxxxx xxxxx has been appointed as Travel Plan Coordinator for xxxxxx. S/he can be contacted via(provide contact details including telephone number, email address and office address)

1.2 The Travel Plan Coordinator's roles and responsibilities are as follows::

- Provide a central focus for all xxxxxx transport issues within Brighton & Hove.
- Set up and implement an action plan to achieve target objectives.
- Own and lead the xxxxxx Travel Plan and be responsible for its maintenance and evolution.
- Produce and analyse management information on travel to and from xxxxxx by all location users.
- Proactively liaise with location managers on travel issues.
- Proactively communicate with staff to champion travel initiatives and encourage use of sustainable transport.
- Champion car sharing and drive new initiatives to increase car sharing.
- Devise ways to encourage use of means to travel to work other than cars.
- Regularly liaise with residents local to xxxxxx to ensure that any issues caused by xxxxxx staff transport are addressed.
- Proactively liaise with Brighton & Hove City Council to both communicate xxxxxx travel policy and understand BHCC requirements.
- Address all travel issues raised by staff within xxxxxx.
- Proactively promote cycling as a means of transport for employees, and devise initiatives to overcome their concerns.

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- To add a xxxxxx parking policy to the company intranet once the policy has been agreed, and implement it.
- Work to actively engage senior management within xxxxxx, and to encourage them to sign up to, and implement, the Travel Plan.

1.3 The Travel Plan Coordinator will administer the Travel Plan, maintaining necessary systems, data and paperwork, consultation and promotion. These duties are permanent and regular updating of the plan document will be part of their responsibility. Any change in the nominated person will be notified to BHCC.

1.4 A filing system will be established and maintained for recording all correspondence relating to the Travel Plan.

1.5 The Travel Plan Coordinator will be responsible for setting up and maintaining the staff travel database that will comprise of the annual results of the staff travel survey.

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4. Existing Travel Patterns

This section of the Travel Plan should include the following paragraphs, examples of which are in Table 1.3

- Details of the site description, including number of staff, opening hours, map of the site.
- Details of the existing transport infrastructure, including bus stops, cycle ways, cycle parking, pedestrian access, car parks etc.
- Existing travel patterns amongst staff (including commuting and business travel).
- Details of existing customer, visitor, delivery and service travel.
- Include a copy of the staff survey in this section.
- If your site is a completely new site, you should use TRICS data from your Transport Assessment to show the likely modal split to / from your site

1.3 EXAMPLE - Existing Travel Patterns

Example wording for your Travel Plan:

1.1 Provide up to date information about the site, its location in relation to local infrastructure, current number of staff at each site. Also include current office opening hours, details of shift patterns etc. Provide a map of the site in the appendices, showing the vehicular, pedestrian and cyclist entrances / exits.

1.2 Xxxx is located in xxxxx area and is served by a number of buses that stop close to, or within easy walking distance of, the building/s. Services xx, xx, xx, xx, xx all provide easy access to xxxx.

1.3 Two local railway stations serve xxxx, Brighton and London road. Both require a walk of xx minutes to reach xxxx. Trains serve these stations every xx minutes at peak times. Stations served include Haywards Heath, Burgess Hill, etc on the London route.

1.4 Xxxx sits within the area served by cycle routes xx. Cycle access to the site is via xxxxx. Current facilities for cyclists include

1.5 Pedestrian access to the site is via xxxx. Walking routes in the area are xxxxx. Some of the current barriers for employees wanting to walk to work include xxxxx.

1.6 Employee parking on site currently includes xxx parking spaces, with xxx reserved for visitors. Other parking currently utilised by employees include the car park in xxxx Road, and on-street parking on xxxxxx Road and xxxxxx Road.

1.7 Facilities for motorcyclists include xxxxx.

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1.8 Current travel patterns for employees as obtained from the staff travel survey carried out in April 20xx are as follows.

1.9 Current travel patterns for business travel as obtained from the staff travel survey in April 20xx are as follows.

1.10 Current visitor travel patterns as obtained in the visitor travel survey in April 20xx are as follows.

1.11 Current delivery patterns are as follows.

1.12 A copy of the current travel survey results is included in Appendix 2.

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5. Proposed Travel Patterns

This section should detail how travel patterns are likely to change with the proposed development, including increases in number of staff and travel, increased deliveries etc. Examples can be used as above in Table 1.3.

Note in this section any changes to parking or access at your site as a result of any redevelopment plans. Also note how this is likely to affect travel patterns and how any disruption to staff travel will be minimised (e.g. ensuring access to cycle parking area throughout any works, ensuring future cycle facilities are fit for purpose). Include any maps of redevelopment plans as appropriate. Include any TRICS trip generation data as applicable.

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6. Measures

This section of the Travel Plan is the key to successfully delivering effective change. Measures should be broken down into separate transport modes that your organisation may consider to encourage employees to travel by more sustainable forms of transport. All measures should be promoted regularly to staff.

EXAMPLE – Measures to consider for your Travel Plan where appropriate:

General

- Provide an information pack to all staff at the site promoting sustainable travel methods. This is particularly important for new or relocated sites.
- Marketing and Communications – regular promotion and communication of key sustainable transport messages to staff, tying in with wider campaigns / messaging where applicable – e.g. health / environment campaigns, traffic or parking updates

Walking

- Area Maps for staff
- Awareness raising of health benefits
- Promotion of the www.journeyon.co.uk website for sustainable travel journey planning
- Provision of a changing room with drying facilities and lockers
- Providing well-lit and well paved pedestrian access
- A 'walking buddy' scheme
- Lunchtime led walks
- Pedometers / walking challenges
- Activity trackers (Health & lifestyle monitoring device)

Cycling

- Cycle maps made available, including new routes can be viewed or downloaded at www.brighton-hove.gov.uk/cycling and www.brightonandhovecyclemap.com/
- Dr Bike maintenance events for staff
- Adult cycle training could be offered or the wider BHCC support promoted www.brighton-hove.gov.uk/cycletraining

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- Cyclist/walkers breakfasts to reward staff who cycle/walk to work
- Setup the tax free Cycle to Work Scheme. There are various providers for this scheme, such as: www.workplacebikes.com or www.bike2workscheme.co.uk
- Walk/cycle to work days to promote, for example, health benefits
- Interest free bike loans to purchase bikes and equipment
- The feasibility of a pool bike or bike hire scheme should be investigated to encourage the use of cycling. Information about cycle hire in Brighton should be included in the travel pack
- Promotion of BTN Bikeshare and use of this scheme for business travel around the city - <https://www.btnbikeshare.com/>
- Cycle users group established to promote cycle use and provide advice on cycle related issues
- Info on travelling with bikes on trains
- Lockers for helmets and clothing
- Drying room
- Shower and changing facilities
- Provision of high quality, secure and covered cycle parking. This should be well located within the development to be convenient for cyclists

Motorcycle/Scooters

- Secure covered parking
- Lockers for helmets and clothing
- Road Safety training for staff

Buses

- Provide online access to real time bus information www.buses.co.uk/
- Encourage use of journey planning websites
- Provide interest free loans for season tickets
- Discounted tickets via easitBRIGHTON & HOVE www.easit.org.uk/easitbrighton-and-hove

Trains

- Provide online information
- Provide interest free loans for season tickets

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- Discounted tickets via Easit Brighton & Hove www.easit.org.uk/easitbrighton-and-hove

Car share

- Advocating the use of car sharing
- Provide a guaranteed ride home policy / fund for when someone's lift falls through, so they can get home by taxi
- Prioritised allocation of spaces to car sharers
- Coordination and promotion of scheme
- Links with other businesses located nearby

Car Clubs

- Use of car clubs for business travel

Car Parking

- Restricted parking
- Conditions / policy for issuing permits to staff, for example a distance or needs-based allocation policy
- Clear policy on car use

Disabled Parking

- Allocation of dedicated parking at convenient locations on-site

Business Travel

- Clear policy
- Car mileage payments
- Cycle mileage payments
- Pool cars
- Pool bikes or use of BTN Bikeshare for business travel
- Rail travel
- Buses

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Visitor/Customer/Freight/Deliveries

- Visitor maps and instructions promoted for sustainable travel when inviting visitors to meetings, interviews, etc
- Information on company website updated to include reference to all modes of travel and any cycle / car parking information, focusing on sustainable travel modes first and foremost
- A clear site policy highlighted to visitors, customers, deliveries.
- Local suppliers of goods.
- Use of bike freight for local deliveries

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7. Targets

This section should contain targets for your organisation to reduce car journeys, and increase use of sustainable transport. Cost savings should be shown where appropriate.

Example targets for your Travel Plan:

Increase journeys to site by walking

01/2018	Start 25%
01/2019	Target 30%
01/2020	Target 35%
01/2021	Target 40%

Reduce level of Single Occupancy Vehicle use to the site

01/2018	Start 40%
01/2019	Target 38%
01/2020	Target 35%
01/2021	Target 30%

Reduce the associated costs of mileage undertaken on business in a private vehicle

01/2018	Start is 20,000 miles
01/2019	Target -2% of mileage
01/2020	Target -4% of mileage
01/2021	Target: -8% of mileage

Example cost saving = £11,000.00

Increase the percentage of video conferencing meetings where previously private car usage would have taken place

01/2018	Start 15%
01/2019	Target 20%
01/2020	Target 30%
01/2021	Target 40%

Reducing the number of car parking spaces available to single occupancy drivers

01/2018	Start 200 spaces
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01/2019 Target 100 spaces, 50 spaces for car share, 50 spaces no longer required by company (saving rental costs/generating rental income)

Also put details here of the actions you will take to reach your targets, as well as the timescales involved – See *Section 9 Example Action Plan*.

8. Monitoring and Review

This section should include the following, examples of which are below in blue

- Details of how your organisation will monitor the progress of your Travel Plan e.g. annual staff travel survey.
- State how often the Travel Plan will be fully reviewed and how often new targets will be set.
- Liaise with Brighton & Hove City Council transport team on an annual basis, and submit an annual summary report.
- Detail of first staff survey after 3 months (of occupation), then annually when the full Travel Plan becomes effective, including agreed targets.
- Ideas on what measures could be key to help meet targets, such as prioritising parking for those with accessibility problems, car sharing, and converting car parking spaces to cycle parking – linking with the measures section previously.

EXAMPLES - Monitoring and Review

Example wording for your Travel Plan:

1.1 The programme of monitoring and review should be designed to generate information by which the success of the plan can be evaluated.

1.2 Monitoring and review will be the responsibility of the Travel Plan Coordinator.

1.3 The Travel Plan Coordinator will organise and conduct an annual staff travel survey in order to evaluate the success of the travel plan.

1.4 The Travel Plan will be reviewed on an annual basis, and new targets set to challenge xxxxxx to increase the level of sustainable travel use amongst employees.

1.5 Submit an annual summary report to Brighton & Hove City Council, detailing results of the travel survey and what targets will be set for the following year.

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1.6 The Travel Plan Coordinator will conduct the first staff travel survey within 3 months, with the full travel plan becoming effective 3 months after that. The first set of targets will be agreed upon within that first 6 month period.

1.7 The potential for more than one organisation in the future to link up their Travel Plans, thus producing an area plan.

1.8 The organisation will endeavour to sustain a successful Travel Plan over time.

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9. Action Plan

The below is an example of an action plan (example taken from Transport for London).

Objective	Target	Measure	Timescale	Responsibility	Monitoring progress towards target	Cost
To reduce the number of Single Occupancy Vehicles entering the site	To decrease the number of Single Occupancy Vehicles (SOV) entering the site from a baseline of 50% in 2013 to 30% by March 2019.	To set up a car share database	By March 2019	TPC	Number of members and matches made, % of users car sharing.	£X to set up and subscribe to car share database
		To provide priority parking spaces to car-shares	By October 2019	Site Manager	Number of spaces allocated and monitor use of these	£X to mark up bays and provide passes for car sharers
To increase active travel amongst employees	To increase the % mode share of staff cycling to work from 5% to 10% by April	Set up a Bicycle user group	By October 2018	TPC	Group to provide feedback to TPC	Volunteer group
		Install more cycle parking	By August 2019	Site Manager	Number of spaces provided and monitor use of	£X to install cycle parking to LA standards

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	2019				these	
		Hold quarterly cycling promotion days	Scheduled : October 2018, January 2019, April 2019	TPC	Details of attendance & feedback forms from staff	Volunteers to support group. £X for promotional materials
To reduce carbon emissions from site	To reduce CO2 emissions by 20% by 2015, from the baseline of Xkg in 2018.	To introduce a home working policy	By June 2018	TPC /Human Resources	Monitor home working uptake & calculate trips saved (CO2 saved through reduction in journeys, heating, lighting etc)	£X cost of communications to promote home working
		To invest in telephone conferencing facilities & provide training to staff	By June 2018	TPC /IT department	% of employee and visitor trips eliminated by teleworking , converted to CO2 saving.	£X cost from supplier quotes to install X number of phones
To encourage more trips by sustainable means	To increase the % mode share of staff walking, cycling and taking	To set up a travel plan intranet page, update regularly, including link to BHCCs	By January 2019	TPC /IT department	Monitor hits on the page, collect data every 6 months or before /after an event	Approx £X

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	public transport to work from 45% to 60% by April 2019	Sustainable Travel webpages				
		To arrange travel plan promotional days (at least every 3 months)	Scheduled : October 2018, January 2019, April 2019	TPC /Communication s Team	Details of attendance & feedback forms from staff	Volunteers to support group. £X for promotional materials and staff time.
		To provide interest free loan for rail season ticket to all staff	By January 2015	TPC /Human Resources	Monitor uptake amongst staff	£X cost per employee for loan
To reduce vehicle trips on site	Reduce car mode share by 20% by January 2019	Appoint Car Park Manager	1 month prior to occupation on of Phase 1	TPC	Contact details include within Travel plan	£X cost of part time employment over 5 years
		Develop Car Park Management Plan	6 months prior to first occupation on	TPC / Car Park Manager	Monitor car park use every 3 months for first year post occupation and amend plan as necessary	£X cost to develop plan
		Install car club space for 3 vehicles	1 month prior to occupation of Phase 1	Site manager	Monitor uptake and review provision for Phase 2	£X to mark up bays
		Provide 2 years car	On occupation	TPC /Sales and Marketing team	Monitor uptake	£X cost of membership

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		club membership for new residents				based on X% take up of offer
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Appendices

Appendix A – Location of Site(s)

It is always useful to include a map that shows the location of your site and the surrounding area. Your staff will be able to familiarise themselves with the area and find out where the local amenities, parks and shops are.

Appendix B – Site Plan

Again, it is always useful to include a site plan so your staff can find all the facilities they need on site, ie cycle parking, showers, drying facilities, walk and cycle routes, etc.

Appendix C – Travel Policy

You may want to include policies relating to car parking, cycling to work, travel loans, etc.

Appendix D – Staff Travel Survey Form

Include a snap shot of the staff travel survey questionnaire that you send out to all staff.

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Useful Information and sources of support

Brighton & Hove City Council
Daniel Bianco – Transport Planner –
daniel.bianco@brighton-hove.gov.uk

Brighton & Hove Council
www.brighton-hove.gov.uk
www.journeyon.co.uk
www.carplus.org.uk
www.liftshare.org
www.btnbikeshare.com/

Public Transport
Brighton & Hove Buses
<http://www.buses.co.uk/>

Southern Rail
<https://www.southernrailway.com/>

easitBRIGHTON & HOVE
<https://www.easit.org.uk/easitbrighton-and-hove>

Department for Transport
www.dft.gov.uk

Energy Saving Trust
www.est.org.uk

HM Revenue & Customs Factsheet for employers
www.hmrc.gov.uk/green-transport/travel-plans.htm

Cycle to Work Scheme – guidance for employers
www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance

Act Travelwise – membership association promoting sustainable travel choices
www.acttravelwise.org/

For further information contact:
Sustainable Transport Team
Brighton & Hove City Council
Hove Town Hall
Norton Road
Hove
BN3 3BQ
Tel No: 01273 295456
Email: Travel.projects@brighton-hove.gov.uk
Sustainable Transport Web Site at:
www.brighton-hove.gov.uk/onejourneybetter

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