



MANUAL FOR TRAVEL PLANS SITE AUDIT & DESIGN GUIDELINES

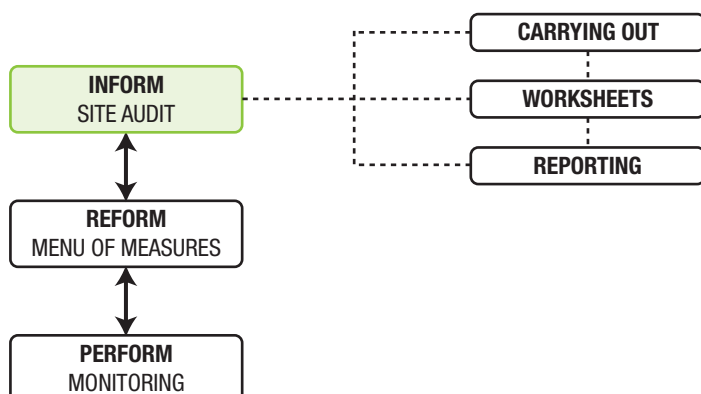
KNOW YOUR SITE

The Site Audit and Design Guidelines deal with getting information about travel provision to and through your site, by all modes of travel.

ADVICE

- Why get to know your site
- What to look at
- How to collect information
- Reporting on what you've found about your site

WHY KNOW YOUR SITE?



Thinking first can pay off when it comes to travel plans. Setting up your plans within the context of the actual travel opportunities at your site will ensure that your solutions are realistic – and will work.

Too many travel plans do not conduct a proper local audit of the transport and other opportunities provided on-site and in the local area. Organisational policies are also an important aspect to examine. This part of the Manual for Travel Plans – the Site Audit and Design Guidelines – contains advice on auditing your site for smarter travel opportunities.

This guidance shows you how to fingerprint your site, identifying the strengths and weaknesses concerning access to and through your site. A selection of self-help worksheets is provided for you to look in detail at what is positive and negative about your site. You can then use this to see what can realistically be improved upon, setting out an action plan

The **Manual for Travel Plans** is divided into three documents. The **Site Audit and Design Guidelines** contains advice on auditing your site for smarter travel opportunities.

for making these improvements, based on what is already excellent and what else should be encouraged and provided.

+ MORE ABOUT Further advice about **selecting solutions** to the problems identified in this guidance is given in the Menu of Measures, and further advice about formulating an **Action Plan** is given in the Monitoring Guidance, both available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk



CARRYING OUT WHY CARRY OUT A SITE AND DESIGN AUDIT?

“Organisations need to assess the walking, cycling and public transport routes that run close to their sites, in the light of information about where their staff live and how far they travel.”

(Making Travel Plans Work, p19)

It's really important to assess your site, to develop a clearer picture of:

- Barriers to non-car travel
- The realistic travel alternatives - so that you can make recommendations to staff and others about their travel choices
- Areas where improvements might encourage use of alternative travel modes, for example, improvements to bus stops/waiting facilities or the provision of more direct walking routes
- The most appropriate questions for your travel survey, to ensure the questions you ask relate to the travel opportunities at your site

CARRYING OUT THE SITE AND DESIGN AUDIT

The aim of the audit is to discover how well the site caters for a range of sustainable travel movements and access requirements. It should be seen as a 'self-help' process for analysing travel opportunities and problems.

UNSCRABBLE YOUR TRAVEL: USING CHECKLISTS TO ANALYSE YOUR SITE

The worksheets (inspection schedules) provided help you look at the right things in and around your site. This information can be collected by visual observations and site visits, and will be aided by using any available maps (e.g. Google, Multimaps, Local Live) and plans of the site, as well as bus timetables, etc.

It is advisable to walk around the site and its surroundings with a clipboard, digital camera, stopwatch and a copy of the worksheets provided. It might be advisable to arrange this walking tour with members of your travel plan steering group.

+ MORE ABOUT Further advice on **who needs to be involved** in the travel plan process is given in the Exemplify section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingssomersetforward.co.uk.

The site audit is intended to set the baseline upon which measures can be built.

Where the site is a new development, the audit of the site design features and facilities should be based on the plans of the site, as completed physical features will probably not be in place to inspect, complimented by a tour of the surrounding area and existing connections.

SUPPLYING THE NECESSARY SITE AUDIT INFORMATION FOR TRAVEL PLANS IN THE PLANNING PROCESS

The site audit for travel is an important influence during the design of any new development.

Information about people's movements and travel patterns and external transport services may already be included as part of a Transport Assessment. A movement diagram of how people are expected to move to and through the development on foot should also be included in a Design and Access Statement. Both of these should be included in the Travel Plan as part of its evidence base. Together, these three documents provide the mechanism for assessing and managing access to sites.

"Travel plans ... should consider all aspects of multi-modal access for all purposes to the site."

(Using the Planning Process to Secure Travel Plans, p9)

TRAVEL PLANNING FOR NEW DEVELOPMENTS: TRANSPORT ASSESSMENTS AND DESIGN & ACCESS STATEMENTS

Both Transport Assessments and Design & Access Statements can be used to support the travel planning process.

TRANSPORT ASSESSMENTS

Transport Assessments (TAs) are often asked to address (Source: Using the Planning Process to Secure Travel Plans, p18):

- The extent to which the development meets policy objectives
- Site characteristics
- The scale, land use and other details of the proposed development
- The accessibility of the site by different modes (including walking, cycling and public transport)
- The potential traffic impact without a travel plan
- The potential creation of local parking and other problems
- The wider land use and transport context

Measures and proposals for mitigating the impact of travel should be developed within a travel plan, alongside the transport assessment. TAs should consider any measures to accommodate car use through the use of additional road capacity as the lowest priority (Source: Guidance on transport assessment).

DESIGN & ACCESS STATEMENTS

In Design and Access Statements (D&As), the following information must always be supplied (Source: Guidance on Changes to the Development Control System, p13):

- Land use – zones and uses
- Amount – development proposed for each use (residential – number of dwellings of different types; commercial – total indoor floorspace)
- Indicative layout – including site boundaries
- Scale – height, width, and length limits for buildings on site
- Indicative access points

+ MORE ABOUT Further advice about using **Design & Access Statements** is given under Site Design in the Encourage section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

D&As should also provide complimentary information about person movements:

“The statement ... should show that the person applying has surveyed the movement patterns and layouts in the surrounding area...”

(Design and Access Statements: How to Write, Read and Use Them, p25)

+ MORE ABOUT Further advice on **movement diagrams** is given under Reporting the Findings of the Site Audit in this guidance.

PURPOSE OF THE SITE AUDIT:

The site audit is not primarily about analysing the current transport operations of the company itself; it is about exploring which travel choices are possible (and permissible) to and through the site, as allowed for by physical facilities, services and policies on-site. Surveys can also be used to collect information about the travel patterns and preferences of people accessing the site.

+ MORE ABOUT Further advice about surveying people's travel patterns is given in the Monitoring Guidance, available as part of the Manual for Travel Plans on www.movingsomersetforward.co.uk.

USING SITE AUDIT WORKSHEETS AND MAKING INFORMED DECISIONS ABOUT YOUR SITE

These worksheets are designed to help you consider anything relevant to travel in and around your site.

+ MORE ABOUT Further advice about **including the results of the site audit** in the travel plan is given under Reporting the Findings of the Site Audit in this guidance. **+ A summary** of the elements that can be improved in response to a site audit is given in the Enable section of the Menu of Measures, available as part of the Manual for Travel plans via www.movingsomersetforward.co.uk.

FOCUS OF WORKSHEETS:

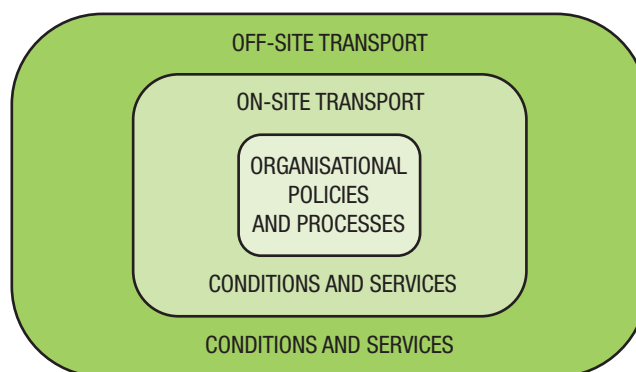
The site audit and design worksheets help you describe your current transport services and facilities in terms of:

- What?
- Where?
- How many?
- What condition?
- Comparison of provision against the ‘ideal’?

GROUPING ELEMENTS TO FOCUS ON:

- External to the site
- Internal to the premises and buildings
- Internal to the organisation and operational or policy framework for the site

This is depicted in the diagram below.



The worksheets cover all modes of transport and access. Each worksheet provides details about design criteria that make most difference to the success of the site in supporting smarter travel choices. This is summarised below.

FILLING IN THE WORKSHEETS

For each criteria in the worksheets, you are required to tick a box reflecting your findings about the performance of your site. The options are explained below:

PERFORMANCE LEVEL	GUIDELINES
Could be improved a lot	There are substantial deficiencies in this aspect. There is scope for practical improvements as part of the travel plan.
Some scope for improvement	This aspect is not ideal, and could be improved to some degree as part of the travel plan
No room for improvements	This aspect is as good as it possibly can be. Note, however, it is important for even minor improvements to be noted as these could make a large difference to everyday users.

You should read through these summaries before filling in each worksheet.



A) WALKING

Walking is best suited to commuting journeys under two miles each way.

Focus of audit: The audit should concentrate on identifying weakest links - where improvements can be made in provision of safe and easy walking routes between your site and other local destinations (such as neighbourhood facilities and local transport services). Photos will be particularly important to include in the travel plan to support an explanation (and revisiting, if necessary) of any problems and issues identified. Pedestrian links should be direct, follow desire lines and avoid deviation to minimise distances travelled. (Desire lines are the routes people would choose to travel if given a free choice, often using a direct route.) This includes looking at access points around the perimeter of the site, and safe and attractive routes to/through sites. The audit should give special consideration to the young, old and those with disabilities.

+ MORE ABOUT Further information about **improving navigation for pedestrians** can be found in Manual for Streets (p57, 59) via the Resource Centre for Travel Plans, and in the Educate section of the Menu of Measures as part of the Manual for Travel Plans, both available via www.movingsomersetforward.co.uk.

“Walking deserves particular attention as the ‘glue’ between other forms of transport. Improving and promoting journeys on foot can make bus and rail more attractive.”

(Making Travel Plans Work, p20)

Common issues include people having to walk around ‘three sides of a square’ to get around road junctions or having to wait excessive lengths of time to cross roads using multi-staged button-controlled crossings. Much of the information required may be similar to that needed for cyclists.

+ MORE ABOUT Further advice about **encouraging walking and cycling** is given under Site Design in the Encourage section of the Menu of Measures as part of the Manual for Travel Plans, and in Manual for Streets (sections 6.8.13, 6.8.18, and 8.3.42) via the Resource Centre for travel plans, both available via www.movingsomersetforward.co.uk.



B) CYCLING

Cycling is best suited to journeys under five miles each way.

Focus of audit: The audit should concentrate on identifying the weakest links - where improvements can be made in provision for safe and easy cycling between your site and other local destinations (including neighbourhood facilities and local transport services). All supporting facilities will need to be well-designed, easy and attractive to use, and fit-for-purpose to encourage their use by cyclists. Cycling is affected by the weather, and is particularly dependent on facilities at the end of the trip (such as at your site). Attention should be given to the ease of access to indoor facilities (including locked cycle parking cages), with a bike, panniers, carrying luggage, wearing a helmet, etc.

Much of the information required may be similar to that needing to be collected for walkers and motorcyclists.

+ MORE ABOUT Further advice about **designing cycle parking** is given in the Enforce section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.



C) PUBLIC TRANSPORT - BUS

Bus use is best suited where homes and workplaces are connected within 400m of good bus services (either in terms of costs, frequency or quality of service).

Focus of audit: The audit should concentrate on identifying bus services departing from or near the site, across different times and days of the week and year. This should cover all operators, including any demand responsive transport options that might exist, Park & Ride, and community-based transport, where relevant to that facility. Provision of travel information and waiting areas on-and off-site should also be audited.

+ MORE ABOUT Further advice about **information provision** is given in the Educate section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

The audit should also consider the facilities at the other end of journeys in addition to those at the site; deficiencies in these may also be picked up through a travel questionnaire survey.

The standard journey time used in accessibility planning for bus use includes the time taken to access the bus stop, waiting times, journey time and accessing the facility at the destination end. Audit and survey results can be used as evidence to back-up negotiations between employers and local authorities with bus operators to improve aspects of their services. This can lead to the rescheduling of services, relocation of bus stops, extension of bus routes, routing of buses onto site, and the laying on of new connections.

+ MORE ABOUT Further advice about **improving public transport opportunities** is given in the Enable and Encourage sections of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk. **+ Further information what public transport** is available, Somerset County Council's opinion of services, operational goals for those services and potential for any new services is available by contacting Transporting Somerset via the Resource Centre for travel plans on www.movingsomersetforward.co.uk.

You should be aware that individual operators might only supply information about their own services on their websites and timetables and not those of their competitors. Therefore you will need to ensure that, if there is more than one bus operator serving your site, you obtain details about services run by all relevant operators.



D) RAIL

Train use is viable for homes or workplaces within a mile of a railway station, or further where there are good connecting services by bus or cycle.

Focus of audit: The audit should concentrate on safe, convenient and easy access to and from the rail stations at either end of common journeys made to and from your site.

+ MORE ABOUT Further advice about **improving public transport** opportunities is given in the Enable and Encourage sections of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.



E) FACILITIES FOR MOTOR USERS

Car sharing and motorcycles can provide good transport alternatives in hard-to-reach areas and workplaces.

Focus of audit: The audit should concentrate on physical features for motorcyclists and car users or passengers. Parking areas should be given special consideration to the extent that they should form shared areas for all modes of travel, and as such appropriate health and safety and user considerations should be borne in mind when assessing the appropriateness of car parking design and layout.



Motorcyclists commonly look for the same features and facilities as cyclists. Ensuring security for parked motorcycles by siting in visible areas is important. Poor provision of motorcycle parking will lead to informal or inappropriate parking, which should be avoided, such as (Source: Guidelines for Motorcycling, p39):

- Illegal or inappropriate parking, e.g. on pavements or footways next to buildings
- Machines secured to street furniture
- Unauthorised use of cycle parking
- Overflow at motorcycle parking bays
- Obstruction to traffic, and complaints from residents, businesses or other users

+ MORE ABOUT

Further advice about **accommodating motor users** is given in the Menu of Measures in the Enforce section and under Site Design in the Encourage section available as part of the Manual for Travel Plans, and also in Guidelines for Motorcycling available via the Resource Centre for travel plans on www.movingsomersetforward.co.uk.



F) POOLED FACILITIES AND FLEET

Focus of audit: The audit should concentrate on shared equipment and other items provided by the organisation which are lent out to employees to encourage sustainable travel, e.g. bicycles, cars, umbrellas.

+ MORE ABOUT

Further advice about **providing pooled equipment** is given in the Enable section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.



G) DISTRIBUTION

Focus of audit: The audit should focus on how easy it is for deliveries to be accepted on-site without inconveniencing or causing unnecessary disruption to other means of access to and uses on the site. This should ensure health and safety as well as minimising local environmental impacts.

+ MORE ABOUT

Further advice about **smarter freight management** is given in the Enable section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.



H) FACILITIES

Focus of audit: The audit should focus on physical facilities and services provided on and off-site, to assist with accessibility to everyday needs, and to minimise the need for carborne travel away from the site at lunchtimes or on the way in/back home.



I) INFORMATION TECHNOLOGY

Replacement of physical journeys by IT is best suited to sites where journeys to meetings are regularly undertaken, particularly where these regularly cover long distances.

Focus of audit: The audit should set about establishing the level of provision for teleconferencing (i.e. meetings across cyberspace which do not involve travelling at all) and the extent to which smarter working is enabled.

+ MORE ABOUT

Further advice about **smarter working** is given in the Encourage section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.



J) ORGANISATIONAL CONTEXT AND POLICIES

Organisational policies, processes and practices should fuel the fires of travel behaviour change, and positively support smarter travel practices. Hence, they may be equally as important as part of the site audit as hard or physical measures.

Focus of the audit: The audit should be focused on the operational aspects that set the context for the travel plan on site. Included is the use of land (e.g. residential, employment, mixed use), number of staff/residents/visitors/customers, and types of employment/dwellings, and organisational policies such as flexible working and the employment of a travel plan coordinator.

+ MORE ABOUT Further advice about **company travel management** is given in the Exemplify section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.



K) RESIDENTIAL DESIGN

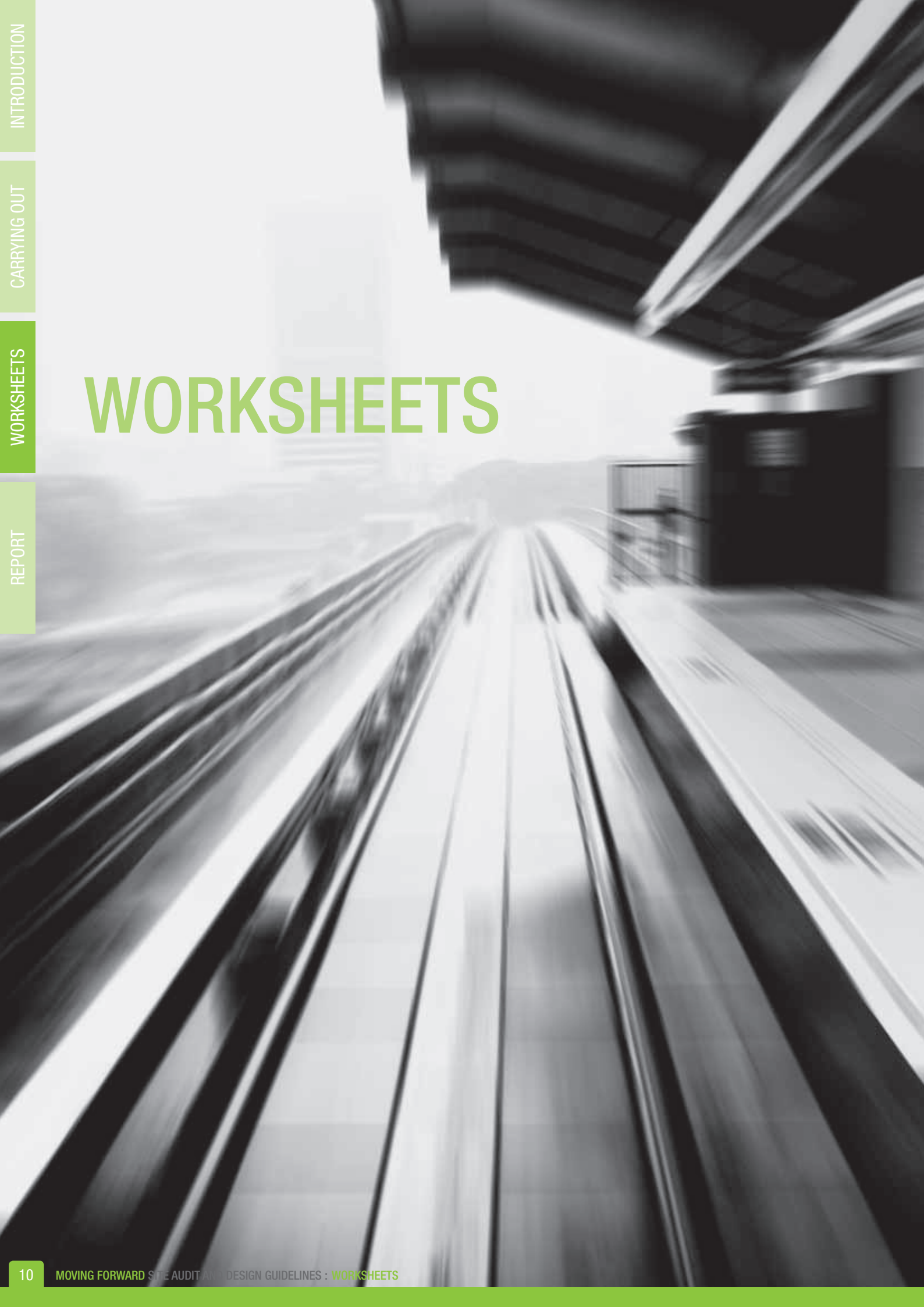
Focus of audit: The audit should concentrate on measures to provide a mix of travel opportunities in residential developments. This is in addition to the measures contained under other sections of the audit. The audit should ensure that the development is consistent with supporting sustainable travel opportunities, as expressed in design guidelines (e.g. Manual for Streets, Making Residential Travel Plans Work, Code for Sustainable Homes).

+ MORE ABOUT Further advice about **site design** is given in the Encourage and Enforce sections of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

REVIEWING THE SITE AUDIT

The site audit should be reviewed at regular intervals to ensure that it is kept up to date with any changes to local transport conditions or operational context of the company or site. The full process should be undertaken at least every five years to re-assess the transport opportunities available to/from site. This should be added as an action within the travel plan.

+ MORE ABOUT Further information about **completing an Action Plan** is given in the Monitoring Guidance, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.



WORKSHEETS

WALKING ROUTES OFF-SITE, BETWEEN THE SITE AND LOCAL FACILITIES/ TRANSPORT SERVICES	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
SURFACING: Cohesive/stable, level/ well-maintained (designed to accommodate wheeled users)				
GRADIENT: Free of abrupt changes (e.g. slopes, steps, kerbs)				
PASSAGE: Free from barriers such as: <ul style="list-style-type: none"> • Ditches/streams/rivers • Sludgy ground/flowerbeds • Hedges/bushes • Changes in ground level requiring a diversion • Movement restrictions (e.g. 'no pedestrians', 'private' signs, locked gates) • Fences/walls • Footway obstructions (parked cars, street furniture (signs, bins), overgrown foliage/ vegetation) 				
CONTINUITY: Continuous without gaps				
DIRECTNESS: Pedestrian shortcuts and gates to respect desire lines (filtered permeability) minimising detours				
CROSSINGS: Well-designed, efficient/ well-timed and direct pedestrian crossing opportunities at junctions, roundabouts and across roads - to respect desire lines (e.g. tighter kerb curvatures to allow pedestrians to follow direct routes across junctions)				
SAFETY AND SECURITY:				
AFTER DARK SECURITY: Lighting				

EXTERNAL TRANSPORT CONDITIONS

WALKING

WALKING ROUTES OFF-SITE, BETWEEN THE SITE AND LOCAL FACILITIES/ TRANSPORT SERVICES		LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>					
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)			
		Could be improved a lot	Some scope for improvement	No room for improvement	
SAFETY AND SECURITY:					
DAYTIME SECURITY: CCTV					
VISIBILITY: Overlooked, no blind corners/alleys					
QUALITY OF SPACE: Friendly and interesting surroundings (quality of built environment, greenery, presence of people)					
COMFORT:					
DRAINAGE: Well drained and free of puddles in the wet					
CLEANILESS: Free of litter, grime and criminal damage					
PALATABILITY/NUISANCE: Low perceived levels of noise and air pollution					
PARKING: Provision of regular seating opportunities					
INFORMATION:					
CONSPICUITY: Walking routes easy to find and follow					
WAY-FINDING: Presence of accurate, continuous, legible directional information/ signage (including destinations, distances in time, and symbols and pictures where appropriate)					
WAY-FINDING: Complete presence of street name plates in local area					
VISUAL CLUES: Use of landmarks, focal points or distinctive foliage					
Total net impression					

CYCLE ROUTES OFF-SITE	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
TOPOGRAPHY: Flat				
GRADIENT: Free of abrupt changes (e.g. slopes, steps, kerbs)				
WIDTH: Adequate (e.g. 3m minimum for a shared-use path)				
PARKING: Nearby off-site cycle parking and at local destinations (e.g. post office/ convenience store)				
DIRECTNESS: Routes unimpeded by "no cycling" regulations				
CONTINUITY: Continuous without gaps				
DIRECTNESS: Cycle shortcuts and routes to respect desire lines (filtered permeability) minimising detours				
CROSSINGS: Well-designed, efficient/ well-timed and direct cycle crossing opportunities at junctions, roundabouts and across roads - to respect desire lines				
PROVISION: Dedicated paths/lanes/tracks or shared paths with pedestrians				
PASSAGE: Cycle lanes unobstructed by parking cars/other vehicles				
PASSAGE: Routes unimpeded by permanent barriers or abrupt/sudden changes in direction				
CROSSINGS: Toucan crossings allowing cyclists to cross roads mounted				

EXTERNAL TRANSPORT CONDITIONS

CYCLING

CYCLE ROUTES OFF-SITE	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
COMFORT:				
SPEEDS: Appropriate design speeds on dedicated/off-road cycle routes for a mix of riders (e.g. 8-20+mph)				
PROVISION: Advance cycle stop lines at junctions in local area				
DIRECTNESS: One-way street exemptions for cyclists in local area				
SAFETY AND SECURITY:				
PROVISION: Clearly defined on-road lane or off-road track where road traffic is busy or high speed (minimum width 1650mm)				
SPEEDS: Road calming (carriageway surface materials, features and chicanes) which reduce vehicle speed and flow and also cater sensitively for the comfort of cyclists				
SURFACING: Cohesive/stable, level/ well-maintained (including road margins)				
INFORMATION PROVISION:				
CONSPICUITY: Cycling routes easy to find and follow				
WAY-FINDING: Presence of accurate, continuous, legible directional information/ signage/milestones (including destinations, distances in time, and symbols and pictures where appropriate)				
Total net impression				

BUS STOPS	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
LOCATION: Proximity to the site (distance to bus stop should be measured from building entrances, not edge of site)				
INTEGRATION: Accessibility by all modes from site				
PARKING: Cycle parking				
VEHICLES: Access to bus stop by bus unimpeded by parked/loading/waiting vehicles at/on entry/exit to bus stop				
BOARDING: Raised kerbing provided				
COMFORT:				
PROTECTION: High quality weatherproof shelter or other shelter from wind/rain/sun				
SEATING: Appropriate amount of comfortable seating provided facing towards the road				
VISIBILITY: Clear and comfortable view up the road towards approaching bus services				
CLEANLINESS: Free of litter, grime and criminal damage				
FACILITIES: Facilities at bus station, where applicable (e.g. lockers, waiting room, toilets, shop, ticket office open throughout the day/week)				

EXTERNAL TRANSPORT CONDITIONS

PUBLIC TRANSPORT USE

BUS STOPS	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
SAFETY AND SECURITY:				
AFTER DARK SECURITY: Lighting				
DAYTIME SECURITY: CCTV, overlooked				
QUALITY OF SPACE: Friendly and interesting surroundings (quality of built environment, greenery, presence of people)				
INFORMATION PROVISION:				
SCHEDULING: Clear and up-to-date 7-day timetable with destinations served, departure times, and journey times (you should include details of these in relation to likely destinations to be served from the site and their suitability for work travel patterns)				
DEPARTURES: Real-time (live) service departure information screens				
LEGIBILITY: Bus stop 'flag' with service numbers, name of stop, legible layout and text/maps with information about services from other nearby stops				
DIRECTIONS: Clear local signing to bus stations and Park & Ride sites				
INCLUSIVITY: Audible electronic information, e.g. intercom, recorded information				
Total net impression				

EXTERNAL TRANSPORT CONDITIONS

PUBLIC TRANSPORT USE

INTRODUCTION

CARRYING OUT

WORKSHEETS

REPORT

BUS ROUTES	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
AVAILABILITY: Appropriate capacity/size of vehicle (re. levels of use/no overcrowding)				
INCLUSIVITY: Constant/predictable range of vehicles in use (e.g. low floor buses accessible to wheeled users)				
AVAILABILITY: Frequent services running through the day/night (including am and pm rush/peak hours, and the combined frequency of different bus services to same destinations) and week (you should include details of timetables including the first and last services of the day in the site audit and their suitability for work travel times)				
TICKETING: Interchangeable tickets across different operators running on the same service/route (you should include names of local bus operators in the site audit)				
FARES: Affordable peak-hour (and off-peak) fares (you should include details of day return fares to principal surrounding towns/destinations, to the centre of town, local day tickets and season tickets offers, as well as a map of local fare zones)				
OPERATORS: Presence of private or employer-run or-financially-supporting bus or minibus/shuttle services				

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EXTERNAL TRANSPORT CONDITIONS

PUBLIC TRANSPORT USE

BUS ROUTES	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
COMFORT:				
QUALITY: Modern/new vehicles				
CLEANLINESS: Clean buses (interior/exterior)				
EXPERIENCE: Good driving standards				
RELIABILITY: Reliable journey times and punctual (on-time) services (data from staff surveys or by asking local bus users)				
BUS LANES: Position of on-road bus infrastructure and hours of operation (inc. bus gates, priority bus lanes, bus only accesses to site)				
SPEED: Free-flowing road conditions/levels of congestion within and surrounding bus stations or Park & Ride sites				
INFORMATION PROVISION:				
LEGIBILITY: Clear/obvious bus route information/branding on outside and inside/within vehicle				
Total net impression				

RAIL STATIONS	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
LOCATION: Proximity to the site (distance to rail station should be measured from building entrances, not edge of site)				
INTEGRATION: Accessibility by all modes from site				
PARKING: Cycle, motorcycle and car parking				
DIRECTNESS: Back entrances to station for access to station/platforms by foot, where appropriate				
SPEED: Free-flowing road conditions/levels of congestion within and surrounding bus stations or Park & Ride sites				
OPERATORS: Presence of private or employer-run or-financially-supporting bus or minibus/shuttle services				
COMFORT:				
PROTECTION: High quality weatherproof shelter				
SEATING: Appropriate amount of comfortable seating provided on all platforms				
CLEANLINESS: Free of litter, grime and criminal damage				
FACILITIES: Facilities at train station, where applicable (e.g. lockers, waiting room, toilets, shop, ticket office open throughout the day/week)				

EXTERNAL TRANSPORT CONDITIONS

PUBLIC TRANSPORT USE

RAIL STATIONS	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
SAFETY AND SECURITY:				
AFTER DARK SECURITY: Lighting				
DAYTIME SECURITY: CCTV				
QUALITY OF SPACE: Friendly and interesting surroundings (quality of built environment, greenery, presence of people)				
INFORMATION PROVISION:				
SCHEDULING: Clear and up-to-date 7-day timetable with destinations served, departure times, and journey times (you should include details of these in relation to likely destinations to be served from the site and their suitability for work travel patterns)				
DEPARTURES: Real-time (live) service departure information screens				
LEGIBILITY: Maps showing rail network and other local rail stations				
DIRECTIONS: Clear local signing to train stations, and from station to all local destinations/transport services and connections				
INCLUSIVITY: Audible electronic information, e.g. intercom, recorded information				
Total net impression				

TRAIN SERVICES	LOCATION:	MAP/ROUTE REFERENCE:		
You should audit each area of provision in a separate copy of the table below, where appropriate.				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
AVAILABILITY: Appropriate capacity/number of train carriages (re. levels of use/no overcrowding)				
INCLUSIVITY: Constant/predictable types of trains in use (e.g. number of carriages, capacity to carry cycles etc.)				
AVAILABILITY: Frequent services running through the day/night (including am and pm rush/peak hours, and the combined frequency of different train services to same destinations) and week (you should include details of timetables including the first and last services of the day in the site audit and their suitability for work travel times)				
TICKETING: Interchangeable tickets across different operators running on the same service/route (you should include names of local bus operators in the site audit)				
FARES: Affordable peak-hour (and off-peak) fares (you should include details of day return fares to principal surrounding towns/destinations, local day tickets and season tickets offers, as well as a map of the local railway network)				
FACILITIES: Facilities at train station, where applicable (e.g. lockers, waiting room, toilets, shop, ticket office open throughout the day/week)				

EXTERNAL TRANSPORT CONDITIONS

PUBLIC TRANSPORT USE

TRAIN SERVICES	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
COMFORT:				
QUALITY: Modern/new carriages				
CLEANLINESS: Clean trains (interior/exterior)				
RELIABILITY: Reliable journey times and punctual (on-time) services (data from staff surveys or by asking local train users)				
SPEED: Free-flowing road conditions/levels of congestion within and surrounding train stations				
INFORMATION PROVISION:				
LEGIBILITY: Clear/obvious train route information within vehicle, including clear use of audible technology				
Total net impression				

ROADS	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
AVAILABILITY: Type of road links into site				
PARKING: Off-site parking (public car parks and on-street parking)				
TRAFFIC MANAGEMENT: Parking restrictions (e.g. yellow lines, bus lanes, residents'/controlled parking zones, active traffic patrol wardens) and charges (inc. pay and display, short-term, long-stay) in neighbouring roads in vicinity of site				
FLEXIBILITY: Road layout allows for future expansion of development sites and connected growth				
SAFETY AND SECURITY				
JUNCTIONS: Safe and convenient points of access from local road network into site				
SPEEDS: Appropriate speed limits in roads outside site and in neighbouring access roads				
AFTER DARK SECURITY: Lighting				
DAYTIME SECURITY: CCTV				
QUALITY OF SPACE: Friendly and interesting surroundings (quality of built environment, greenery, presence of people)				
Total net impression				

EXTERNAL TRANSPORT CONDITIONS

OTHER TRANSPORT SERVICES

TAXIS AND RICKSHAWS	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
<ul style="list-style-type: none"> • Presence of local taxi companies, and running times/hours and fares between main public transport links/town centre and site 				
<ul style="list-style-type: none"> • Clear local signing to taxi ranks 				
Total net impression				

OFF-SITE NEIGHBOURHOOD SERVICES	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
EATING/DRINKING:				
• Food and drink outlets (cafes, coffee shops, bars, restaurants, takeaways, sandwich shops)				
• Shops selling basic supplies, e.g. groceries (milk, bread etc.), newspapers, etc.				
• Supermarkets				
LEISURE/OTHER AMENITY:				
• Parks				
• Banks				
• Doctors				
• Libraries				
• Schools				
• Housing				
• Employment sites				
• Crèche				
• Tourist information offices				
• Cash points				
Total net impression				

INTERNAL SITE DESIGN

FACILITIES

TO SUPPORT CYCLISTS	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
• Lockers (appropriate number, size/s (single or multi-tiered), type/design, location, venting)				
• Showers and changing room area (appropriate number, condition, location, and supporting facilities e.g. shower kit, hair dryer etc.)				
• Drying room (appropriate condition, location, facilities e.g. heated towel rail, venting, hanging space, shoe racks, washing machine, iron, ironing board etc.)				
• Cloakroom area (appropriate location, capacity, facilities e.g. seating, vending machine etc.)				
• Cycle repair centre/resources/emergency equipment				
• Clearly designated and well-publicised facilities				
Total net impression				

WALKING ROUTES ON-SITE BETWEEN SITE ENTRANCES AND BUILDING ENTRANCES		LOCATION:	MAP/ROUTE REFERENCE:		
You should audit each area of provision in a separate copy of the table below, where appropriate.					
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)			
		Could be improved a lot	Some scope for improvement	No room for improvement	
ACCESSIBILITY:					
SURFACING: Cohesive/stable, level/well-maintained (designed to accommodate wheeled users)					
GRADIENT: Free of abrupt changes (e.g. slopes, steps, kerbs)					
WIDTH: Adequate (e.g. 2m), including footway parking control measures					
PASSAGE: Free from barriers such as: <ul style="list-style-type: none"> • Ditches/streams/rivers • Sludgy ground/flowerbeds • Hedges/bushes • Changes in ground level requiring a diversion • Movement restrictions (e.g. 'no pedestrians', 'private' signs, locked gates) • Fences/walls • Footway obstructions (parked cars, street furniture (signs, bins), overgrown foliage/vegetation) 					
CONTINUITY: Continuous without gaps					
DIRECTNESS: Clear, easy, direct access between site entrance(s) and building entrance(s) (including segregated/marked out or protected routes through car parking where applicable)					
CROSSINGS: Well-designed, efficient/ well-timed and direct pedestrian crossing opportunities at junctions, roundabouts and across roads - to respect desire lines (e.g. tighter kerb curvatures to allow pedestrians to follow direct routes across junctions)					
PASSAGE: Building entrances designed to accommodate wheeled users					

INTERNAL SITE DESIGN

WALKING

WALKING ROUTES ON-SITE BETWEEN SITE ENTRANCES AND BUILDING ENTRANCES		LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>					
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)			
		Could be improved a lot	Some scope for improvement	No room for improvement	
SAFETY AND SECURITY					
AFTER DARK SECURITY: Lighting					
DAYTIME SECURITY: CCTV					
VISIBILITY: Overlooked, no blind corners/alleys					
QUALITY OF SPACE: Friendly and interesting surroundings (quality of built environment, greenery, presence of people)					
SPEED: Appropriate speed limits and traffic control/calming measures					
COMFORT:					
DRAINAGE: Well drained and free of puddles in the wet					
CLEANILESS: Free of litter, grime and criminal damage					
PALATABILITY/NUISANCE: Low perceived levels of noise and air pollution					
PARKING: Provision of regular seating opportunities					
INFORMATION PROVISION:					
DEFINITION: Walking routes easy to find and follow					
WAY-FINDING: Presence of accurate, continuous, legible directional information/signage (including destinations, distances in time, and symbols and pictures where appropriate)					
VISUAL CLUES: Use of landmarks, focal points or distinctive foliage*					
Total net impression					

CYCLE ROUTES ON-SITE	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
SURFACING: Cohesive/stable, level/well-maintained				
GRADIENT: Free of abrupt changes (e.g. slopes, steps, kerbs)				
WIDTH: Adequate (e.g. 3m minimum for a shared-use path)				
PROVISION: Dedicated paths/lanes/tracks or shared paths with pedestrians				
PASSAGE: Clear, easy, direct mounted access between site entrance and building entrance (via cycle/motorcycle/car parking where applicable)				
PASSAGE: Cycle lanes unobstructed by parking cars/other vehicles				
PASSAGE: Routes unimpeded by permanent barriers or abrupt/sudden changes in direction				
CONTINUITY: Continuous without gaps				
DIRECTNESS: Cycle shortcuts and routes to respect desire lines (filtered permeability) minimising detours				
DIRECTNESS: Routes unimpeded by “no cycling” regulations				
CROSSINGS: Well-designed, efficient/well-timed and direct cycle crossing opportunities at junctions, roundabouts and across roads - to respect desire lines				

INTERNAL SITE DESIGN

CYCLING

CYCLE ROUTES ON-SITE	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
COMFORT:				
SPEEDS: Road calming (carriageway surface materials, features and chicanes) which reduce vehicle speed and flow and also cater sensitively for the comfort of cyclists				
SPEEDS: Appropriate design speeds on dedicated/off-road cycle routes for a mix of riders (e.g. 8-20+mph)				
SAFETY AND SECURITY:				
AFTER DARK SECURITY: Lighting				
DAYTIME SECURITY: CCTV				
VISIBILITY: Overlooked, no blind corners/alleys				
QUALITY OF SPACE: Friendly and interesting surroundings (quality of built environment, greenery, presence of people)				
INFORMATION PROVISION:				
CONSPICUITY: Cycling routes easy to find and follow				
WAY-FINDING: Presence of accurate, continuous, legible directional information/ signage/milestones (including destinations, distances in time, and symbols and pictures where appropriate)				
Total net impression				

CYCLE PARKING	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
POSITIONING/CONVENIENCE: Close proximity between staff cycle parking and desired entrance into building				
POSITIONING/CONVENIENCE: Close proximity between visitor cycle parking and desired entrance into building				
AVAILABILITY: Uninfringed by parking of other vehicles, e.g. motorcycles				
AVAILABILITY: Suitable capacity (note presence of overspill/unofficial cycle parking against railings etc.) in accordance with countywide parking standards				
GRADIENT: Dropped kerb access/slips to allow mounted access				
COMFORT:				
PROTECTION: Covered by a canopy to protect cycles from the weather				
PRACTICALITY: Sheffield stands (supporting frame of bicycle not just wheels) in accordance with countywide parking standards				
EASE: Ergonomically-friendly access through doors/into cycle compounds				
SAFETY AND SECURITY:				
PRIVACY: Restricted access, e.g. swipecard or key				
THEFT RESISTANCE: Securely installed, i.e. tightly bolted or set into the ground				
VISIBILITY: Overlooked physically or by lighting and CCTV to reduce levels of theft or vandalism				

INTERNAL SITE DESIGN

FACILITIES

CYCLE PARKING	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
SAFETY AND SECURITY:				
PRIVACY: Restricted access, e.g. swipecard or key				
THEFT RESISTANCE: Securely installed, i.e. tightly bolted or set into the ground				
VISIBILITY: Overlooked physically or by lighting and CCTV to reduce levels of theft or vandalism				
INFORMATION PROVISION:				
LOCATION: Prominent position for cyclists and high profile to other transport users				
DESIGNATION: Designated and clearly signed (routes) and sign-posted locations of spaces				
Total net impression				

MOTORCYCLE PARKING	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
AVAILABILITY: Suitable capacity (note presence of overspill/unofficial motorcycle parking on footways etc.) in accordance with countywide parking standards				
POSITIONING/CONVENIENCE: Close proximity between motorcycle parking and desired entrance into building				
AVAILABILITY: Uninfringed by parking of other vehicles, e.g. delivery vehicles, cars				
GRADIENT: Dropped kerb access/slips to allow mounted access				
DRAINAGE: Well drained, and free of surface contamination				
SURFACING: Level ground hard enough to withstand penetration by motorcycle stand, particularly during hot weather				
COMFORT:				
PROTECTION: Covered by a canopy and lateral shelter to protect motorcycles from the weather (rain, sun and wind), tree sap/ bird poo/other debris				
PRACTICALITY: Locking hoops/rail/posts or anchors in accordance with Guidelines for Motorcycling parking standards with sufficient spacing to allow mounting/ dismounting motorcycle				
EASE: Ergonomically-friendly access through car parking barriers (e.g. free access margin for motorcyclists)				

INTERNAL SITE DESIGN

FACILITIES

MOTORCYCLE PARKING	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
SAFETY AND SECURITY:				
PRIVACY: Restricted access, e.g. swipe card or key				
THEFT RESISTANCE: Securely installed, i.e. tightly bolted or set into the ground				
VISIBILITY: Overlooked physically or by lighting and CCTV to reduce levels of theft or vandalism				
INFORMATION PROVISION:				
LOCATION: Prominent position for motorcyclists and high profile to other transport users				
DESIGNATION: Designated and clearly signed (routes) and sign-posted locations of spaces				
Total net impression				

CAR PARKING	LOCATION:	MAP/ROUTE REFERENCE:		
You should audit each area of provision in a separate copy of the table below, where appropriate.				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
ACCESSIBILITY:				
AVAILABILITY: Suitable capacity (note presence of overspill/unofficial car parking on verges etc.) in accordance with countywide parking standards and not under or over-utilised in terms of capacity through the day/year				
MANAGEMENT: Controlled access to prevent use by neighbouring properties (e.g. for employment or residential parking)				
LAYOUT: Suitable circulatory system (e.g. one-way, single/double carriageway etc.)				
POSITIONING/CONVENIENCE: Close proximity between car sharing parking and desired entrance into building				
SPEED: Free-flowing road conditions/levels of congestion within and surrounding car parks				
SAFETY AND SECURITY:				
PRIVACY: Restricted access, e.g. swipecard or key				
INTEGRATION: Clear, easy, direct access on foot through car park, including segregated/ marked out or protected continuous routes for pedestrians				
VISIBILITY: Overlooked physically or by lighting and CCTV to reduce levels of theft or vandalism				
SPEED: Appropriate speed limits and traffic control/calming measures				

INTERNAL SITE DESIGN

FACILITIES

CAR PARKING	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
COMFORT:				
AESTHETICS: Use of planting (e.g. trees) to break-up car parking spaces and improve the open space				
INFORMATION PROVISION:				
DESIGNATION: Clear designations for different types of car parking spaces and clearly signed (routes) and sign-posted locations of spaces				
CHARGING: Information on parking restrictions, controls and pricing provided				
MANAGEMENT: Known ownership of car park and management/contract arrangement with operators				

FREIGHT MANAGEMENT	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
• Access arrangements for LGVs/HGVs, e.g. (manned) delivery/loading bays (for goods) and provision for manoeuvres				
• Clear signage for access				
Total net impression				

INTERNAL SITE DESIGN

FACILITIES

FOR SMARTER WORKING	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
• Teleconferencing phones				
• Videoconferencing room/facilities				
• High-speed internet (mobile/WiFi/broadband)				
• Compact laptops for mobile use				
• Hot desks				
• Meeting rooms/space				
Total net impression				

TO REDUCE THE NEED TO TRAVEL OFF-SITE	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
EATING AND DRINKING:				
• Food and drink outlets (cafes, coffee shops, bars, restaurants, or mobile catering service)				
• Shops selling basic supplies, e.g. groceries (milk, bread etc.), newspapers, etc.				
• Snack vending machines				
• Drinks machines				
• Cool storage areas/fridges for groceries bought at work				
• Toilets				
TRANSPORT:				
• Well-defined building entrance				
• Overnight accommodation or live/work units				
• Change machine				
• Travel ticket selling facilities				
• Indoor waiting areas				
• Travel information notice boards				
• Travel information screens, e.g. bus/train timetables/departures				

INTERNAL SITE DESIGN

FACILITIES

TO REDUCE THE NEED TO TRAVEL OFF-SITE	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
TRANSPORT:				
• Travel information screens, e.g. bus/train timetables/departures				
• Enquiry desk manned by travel champions to assist staff/visitors with travel				
• Left luggage store				
LEISURE/OTHER AMENITY:				
• Launderette/laundry services				
• Cash machine				
• Gym				
• Common room/social area				
Total net impression				

SHARED/LOAN/'POOL' ITEMS	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
VEHICLES (appropriate type/description/range/number/CO ₂ emissions for cars):				
• Cars				
• Vans				
• Cycles				
EQUIPMENT:				
• Umbrellas and waterproof clothing				
• Laptops and mobile phones				
• Carrying equipment (e.g. handcarts, trailers, rucksacks/bags)				

INTERNAL SITE DESIGN

RESIDENTIAL SITES

RESIDENTIAL DESIGN MEASURES		LOCATION:		MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>						
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)				
		Could be improved a lot	Some scope for improvement	No room for improvement		
PROVISION:						
• Broadband/high-speed internet connections						
• Refrigerated and secure drop off points for shopping deliveries						
• Electric car charging points						
• Designed-in cycle parking (e.g. hooks, hangers in garages or hallways) including for visitors (either outside or as part of dwelling)						
• Home office space						
• Home shopping catchment areas (including supermarkets and local foods)						
• Seating in public realm						
• Restricted in-curtilage and on-street parking						
• Traffic calming measures						
• Neighbourhood travel information noticeboard/provision						
• Signage for all modes of transport through the development to local facilities, services and destinations/attractions						
• Real-time passenger travel information screens in homes showing live bus departure times						
• Permeable and high quality design to accommodate the desire lines and safe movements of pedestrians and cyclists						
• Communal motorcycle parking – secure and undercover						
Total net impression						

INTERNAL POLICIES AND OPERATIONAL ASPECTS

ORGANISATIONAL DETAILS

INTRODUCTION

CARRYING OUT

WORKSHEETS

REPORT

TECHNICAL INFORMATION	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
• Name and full address of site (including postcode)				
• Description of proposed or continuing land-use and nature of activities/operations				
• Gross Floor Area (GFA) for commercial developments (land-use classes A, B, and D)				
• Number of workers likely to be on-site at any one time				
• Number of dwellings and sizes of dwellings for residential developments (land-use class C)				
• Number of residents				
• Number of people employed (rather than FTE) (give range, i.e. minimum and maximum, where seasonal variations occur): – Full time – Part time (inc. workers such as cleaners, maintenance staff etc.)				
• Operational details: – Normal working hours (e.g. 8.30-5) – Allowed working hours (e.g. 7-7) – Shifts (e.g. 10-4; 4-10) – Opening hours				
• Description of situation: – e.g. city or town centre, motorway junction, village, deep rural/isolated, greenfield (new site), brownfield (redeveloped land), outskirts of town				
• Status of travel plan in the in the planning process (e.g. planning obligation, Section 106 obligation etc.)				
• Stage in the planning process in which the travel plan is being submitted (pre-/at/post-planning consent, or an updated travel plan)				
Total net impression				

Tear Here

INTERNAL POLICIES AND OPERATIONAL ASPECTS

ORGANISATIONAL DETAILS

TRAVEL POLICIES	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
• Business travel hierarchy, favouring smarter travel choices				
• Flexible working policies				
• Sustainable meeting venues hierarchy				
• Bad driving reporting systems				
• Employment of a travel plan coordinator				
• Travel plan induction process (providing information about car clubs, car hire, cycling, walking, buses, trains, taxis, lift sharing, flexible/smarter working, home delivery, booking travel and accommodation for business travel etc.)				
• Smarter site-specific travel information on company website				
• Corporate bicycle loan for work trips				
• Discounted cycle purchasing				
• On-site cycle repair sessions				
• Corporate car loan for work trips				

REPORT REPORTING THE FINDINGS OF THE SITE AUDIT

You should report on the findings of the site audit in two ways; guidelines on content and maps are provided below. The information you provide in travel plans submitted in planning applications will be checked against these guidelines. All information should be presented with the aim of being clear to readers who have no knowledge of the site and its context.

+ MORE ABOUT Further advice about **checking the content of travel plans** for new developments is given in the developers' Contents Checklist, available from the Resource Centre for travel plans on www.movingsomersetforward.co.uk. These can be used to check if the various elements in the travel plan have been completed.

A SECTION IN THE TRAVEL PLAN:

1. It is advisable to have a section in the travel plan summarising the site audit. A separate sub-section could be devoted to each mode of transport or topic area (as listed below). For example, a general introduction may be followed by sections dealing with the audit of external transport conditions, the internal audit of design to accommodate sustainable travel modes, and organisational policies and context.

INCLUDING MAPS AND ILLUSTRATIONS:

2. Accompanying the description should be a set of maps showing the geographical situation and location of the existing facilities identified in the audit, and any plans for new facilities (including internal building elevations for indoor facilities)



1. DESCRIPTIVE ACCOUNT

The report of the site and design audit should cover the following areas, according to the worksheets (including location and distance to off-site facilities, where applicable):

A: EXTERNAL TRANSPORT CONDITIONS:

WALKING

Walking Routes Off-Site Between The Site And Local Facilities/Transport Services

CYCLING

Cycle Routes Off-Site

PUBLIC TRANSPORT USE

Bus Stops

Bus Routes

Rail Stations

Train Services

CAR USE

Roads

OTHER TRANSPORT SERVICES

Taxis And Rickshaws

FACILITIES

Off-Site Neighbourhood Services

B: INTERNAL SITE DESIGN:

WALKING

Walking Routes On-Site Between Site Entrances And Building Entrances

CYCLING

Cycle Routes On-Site

FACILITIES

Cycle Parking

To Support Cyclists

Motorcycle Parking

Car Parking

Freight Management

For Smarter Working

To Reduce The Need To Travel Off-Site

Shared/Loan/'Pool' Items

RESIDENTIAL SITES

Residential Design Measures

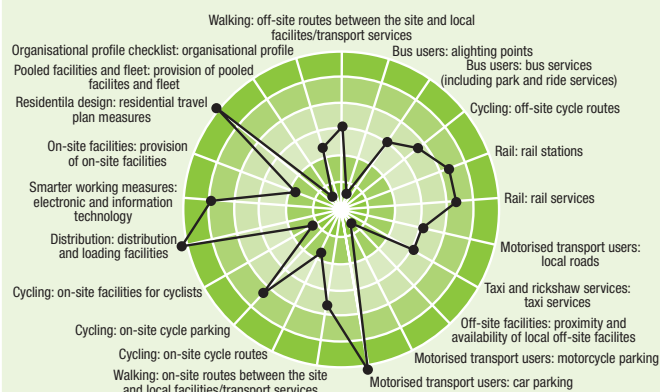
C: INTERNAL POLICIES AND OPERATIONAL ASPECTS:

ORGANISATIONAL DETAILS

Technical Information

Travel Policies

USING A POLAR PLOT TO EXPLAIN STRENGTHS AND WEAKNESSES OF YOUR SITE



You can represent the strengths and weaknesses of your site in terms of sustainable travel, using a polar plot. You should score each criteria in the worksheets according to whether they contribute positively or negatively towards supporting sustainable travel (in terms of their performance against the ideal). If you then transfer these scores into an overall score for each theme, e.g. off-site walking routes, you can plot the scores for all themes on a radar-type diagram (or polar plot) and identify where effort in your travel plan may be best focussed to address poor performance.

+ MORE ABOUT A spreadsheet for producing a **polar plot** from your site audit is available from the Resource Centre for travel plans on www.movingsomersetforward.co.uk.

2. MAPS, GRAPHICS AND ILLUSTRATIONS

It is likely that for planning applications, a number of maps will already be in existence, e.g. in the Design and Access Statement and Transport Assessment. These should be included within the travel plan, and amended as necessary to highlight particular aspects.

For business travel plans (external to planning applications), such maps may have to be worked-up separately. Graphics, photos and collages may all be useful in communicating the design features or intentions of the site.

ELEMENTS TO INCLUDE ON ALL MAPS:

- Title
- Annotations
- Legend/Key
- Scale bar (not just ratio)
- North arrow

SCALES OF MAP

Three sizes of map should be included in the travel plan. These should set the site into context, before exploring the local situation and detailed design and layout of the site.

1. LOCATION MAP OF SITE IN RELATION TO PRINCIPAL TOWNS IN SOMERSET

MAP SIZE: approx. 80km across

FOCUS: Location of site in relation to principal towns and communications in Somerset including sustainable modes of transport (railway lines, national cycle routes, bus routes, alongside roads).

+ MORE ABOUT An **example map** is given in the Resource Centre for travel plans on www.movingsomersetforward.co.uk.

This can include a map of where staff live.

+ MORE ABOUT Further advice about **using a postcode map** is given under Smarter Working in the Encourage section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

2. NEIGHBOURHOOD VICINITY MAP

MAP SIZE: approx. 2km across

FOCUS: Neighbourhood map showing position of site in relation to local facilities, services, and landmarks/points of interest (including walking routes and cycle parking facilities at/near these destinations), demonstrating an understanding of the site's transport and overall context.

The map should show details of the locations of:

- Transport network and travel tracks, including footpaths, dedicated cycleways (off and on-road), bus routes, train lines, and stations/stops (buses, park and rides, trains, car share pick-up points, public car parks) and barriers/restrictions;
- On-street parking arrangements within 2km of the site (district councils should be able to provide this information – check on their websites)
- Neighbouring land uses (e.g. residential or new development areas)
- Nearby facilities and services (e.g. external transport conditions worksheet)

+ MORE ABOUT An example map is given in the Resource Centre for travel plans on www.movingsomersetforward.co.uk.

3. SITE LAYOUT PLAN/DRAWING

MAP SIZE: approx 0.5km across (as appropriate to site)

FOCUS: The site plan should detail all physical features on-site to facilitate travel. This includes footways, cycle ways, entrances and cut-throughs, and parking of all types. It will be particularly important to show how desire lines for pedestrians and cyclists have been accommodated, between the site entrance and its buildings. This should particularly be with a view to ensuring that users of more sustainable modes are given priority on-site, particularly in the design of car parks and other shared spaces. It should show and identify pedestrian-only routes, homezone/pedestrian priority routes and shared-space areas, secondary vehicular routes, and main vehicle access routes.

The map, particularly, should clearly show:

- Access points into/out of the premises externally (through the site boundary, for pedestrians, cycle and motorcycle users, cars, and delivery/service vehicles) including items such as dropped kerbs, footways and marked crossings
- The site boundary and potential pedestrian/cycle detours caused by the development and expected movement patterns for pedestrians and cyclists
- Adjacent land-uses and general site layout - position of parking and buildings in respect of existing fabric of land-uses and site entrance
- Access networks through the site on foot, cycling, and by motorised means (car and motorcycle), particularly desire lines and intended pedestrian and cycle movement patterns and access through the site
- Outdoor facilities including parking for all modes of travel - cycles, motorcycles, and cars - including benches for pedestrians
- Building design plan and elevations with location of indoor facilities and access points into/out of the building itself

+ MORE ABOUT Further advice on the **elements to include within a travel plan** is given in the Menu of Measures, and further advice on **finding out about people's travel patterns** is given in the Monitoring Guidance, both available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

+ MORE ABOUT An **example drawing** is given in the Resource Centre for travel plans on www.movingsomersetforward.co.uk.



MOVEMENT DIAGRAMS

Diagrams showing how people are going to move to and through the site should be provided in the travel plan. These are extremely valuable. They should show how different users (cyclists, walkers, buses, cars and other vehicles) are expected to access the site and its buildings. For new developments, all opportunities should be taken to improve the way in which the site and local area functions in transport terms (Source: Changes to the Development Control System, p11). Such illustrations may be available from the Design and Access Statement.

+ MORE ABOUT Further advice on **movement diagrams** is given under Carrying out the Site and Design Audit in this guidance, and under Site Design in the Encourage section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

ABBREVIATIONS

ATC – Automatic Traffic Counter

ATOC – Association of Train Operating Companies

CABE - Commission for Architecture and the Built Environment

CNG – Compressed Natural Gas

CO₂ – Carbon Dioxide

CSR – Corporate Social Responsibility

D&AS – Design & Access Statement

DPA – Data Protection Act

EMAS – Environmental Management and Auditing System

EPOMM – European Platform on Mobility Management

EMAS – Eco-Management and Audit Scheme

FQP – Freight Quality Partnership

GFA – Gross Floor Area

GIS – Geographical Information System

GPS – Global Positioning System

IHIE - Institute of Highway Incorporated Engineers

IT – Information Technology

LDF – Local Development Framework

LPG – Liquid Petroleum Gas

LTP – Local Transport Plan

PDA – Personal Digital Assistant

SCC - Somerset County Council

SUDS – Sustainable Urban Drainage System

SOV – Single Occupancy Vehicle

TA – Transport Assessment

TP – Travel Plan

VoIP - Voice over Internet Protocol

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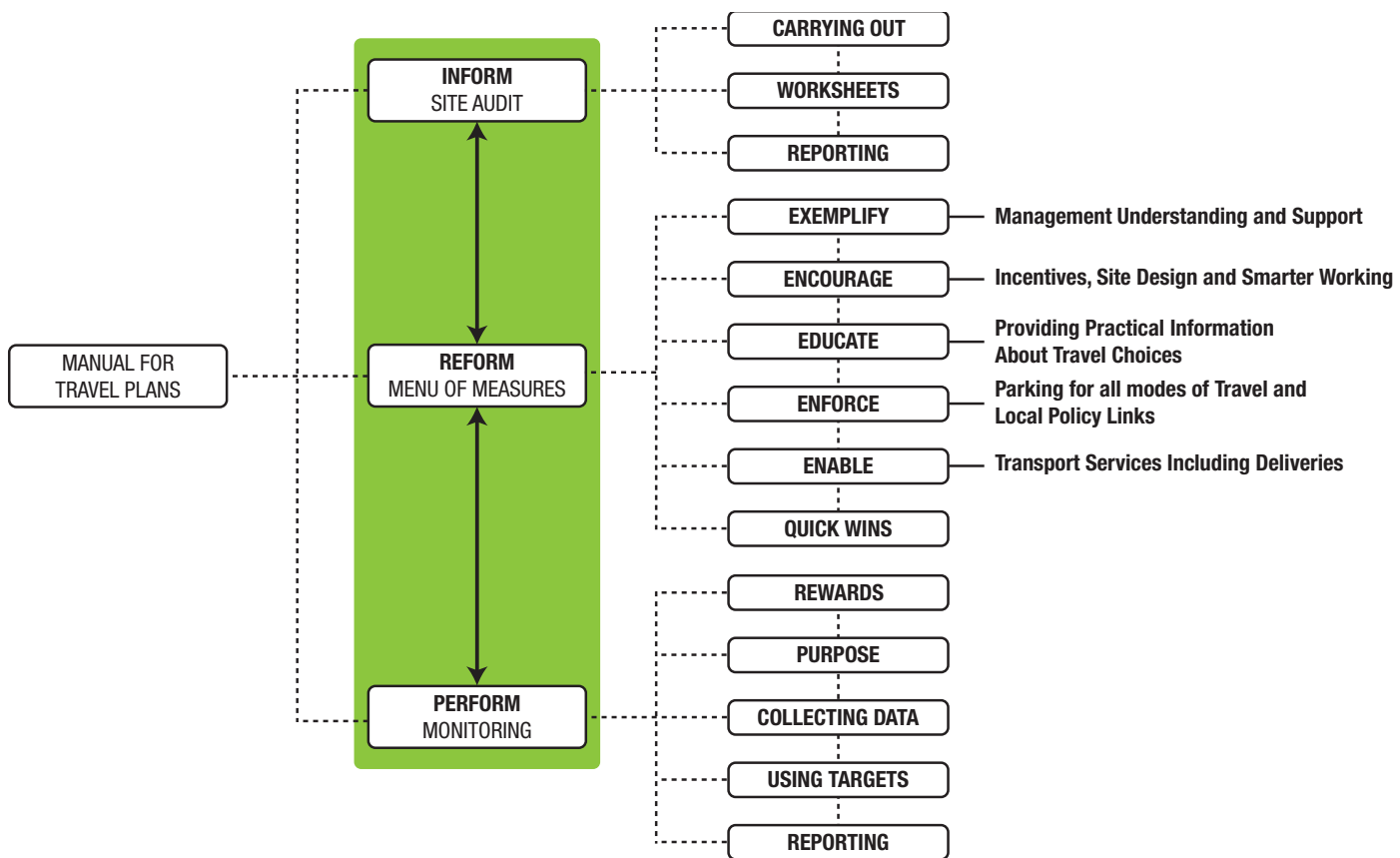
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MANUAL FOR TRAVEL PLANS is part of a business and developer support package to help manage travel to, from, and within your site.

INFORM: SITE AUDIT AND DESIGN GUIDELINES

REFORM: MENU OF MEASURES

PERFORM: MONITORING GUIDANCE

WWW.MOVINGSOMERSETFORWARD.CO.UK

ARE YOU WITH US?

Through Moving Forward, Somerset County Council can support you. For more information about smarter travel management and help with travel plans, please get in touch:

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Further copies of this and other documents from Manual for Travel Plans are available from www.movingforward.co.uk (> Business).

Published by Somerset County Council.
VERSION 1.1. DECEMBER 2008

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