



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				

EXTERNAL TRANSPORT CONDITIONS

PUBLIC TRANSPORT USE

INTRODUCTION

CARRYING OUT

WORKSHEETS

REPORT

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:		
<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/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:		
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
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				