iTRACE Workplace Travel Plan Pro-forma

	1st	2nd	3rd
Submission Date			

Organisation Information

Business/Org Name

Business Activity (*select only one*)

- ☐ Bingo
- ☐ Bowling
- ☐ Cinema
- ☐ Day nursery
- ☐ Property Developer
- ☐ Financial & Professional Services
- ☐ Garden centre
- ☐ General industry
- ☐ Golf courses
- ☐ Health centre
- ☐ Health Clubs and Sports
- ☐ Hospital
- ☐ Hostel
- ☐ Hotel
- ☐ Leisure Complex
- ☐ Light industry
- ☐ Nightclub
- ☐ Office
- ☐ Other
- ☐ Public House
- ☐ Residential
- ☐ Residential care
- ☐ Restaurant (min 25 cap.)
- ☐ Retail park
- ☐ Retail warehouse
- ☐ School
- ☐ Storage & distribution
- ☐ Supermarket
- ☐ Take-Away/Fast Food

Site Information

Address

Post Code

Land Use *(select only one)*

- ☐ Assembly and Leisure
- ☐ Business
- ☐ Dwellinghouses
- ☐ Financial or Professional Services
- ☐ Food and Drink
- ☐ General Industrial
- ☐ Hotels
- ☐ Non Residential Institutions
- ☐ Residential Institutions
- ☐ Shops
- ☐ Storage or Distribution

Gross Site Are [m^2] Net Site Area [m^2]

Contact Information

TP Coordinator Name	
Job Title	
Email	
Tel	Fax

Planning Information

Application No.	
Date of Occupancy	Actual ☐ *or* Proposed ☐

Please specify if the date of Occupation for the site in question is *actual* or *proposed.*

Targets

- Any Targets based on 'Modal Shift', to be included in a Travel Plan, should be provided as 'Percentage Point Change' Targets.

e.g. – increase the current level of cycling by 5% (Percentage Points) by 01/09/2008 = if 10% of staff currently cycle to work and a 5% (percentage point) increase is achieved by/or before 01/09/2008 then overall 15% of staff will be cycling to work. In actual figures that can be shown as – from a total of 100 staff, if 10 currently cycle, a 5%age point increase would equate to 15 people cycling

NOTE: *These targets should be determined by the information gathered from the 'BASELINE' survey and should 'demonstrate ambition'.*

Target Type	Target % Change	Target Date	Target Required	Date Required
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	

If more targets are required, please duplicate this page

- When individual 'Modal Shift Targets' are not provided, an overall target of 'Total Percentage of Employees travelling by car (as driver)' by a defined date, will suffice.

  e.g. - no more than 40% of all staff will travel to work by car (as driver) by 2010.

	Target % by Car	Date Required (MM/YYYY)
Threshold 1:	%	
Threshold 2:	%	
Comments:		

Generic Site/Organisation Survey

Total No. of Employees		No. Car Club Members	
No. Car Spaces*		Fuel Efficient Vehicles	☐ Yes ☐ No
No. Motorcycle Spaces		No. Fuel Eff. Vehicles	
No. Bicycle Spaces		Fuel Eff. **Freight** Vehicles	☐ Yes ☐ No
No. Disables Spaces		No. Fuel Eff. Freight Vehicles	
No. HGV Spaces		Flexible Working	☐ Yes ☐ No
Car Share Program	☐ Yes ☐ No	Home Working	☐ Yes ☐ No
No. of Car Share Members		Shower Facilities	☐ Yes ☐ No
Taxi Service (*GRH***)	☐ Yes ☐ No	Locker Facilities	☐ Yes ☐ No
Car Club	☐ Yes ☐ No	Travel Card Subsidy	☐ Yes ☐ No

** not including disabled spaces*
*GRH** - Guaranteed Ride Home*

Baseline Modal Survey – Main Mode

Car (driver alone)		Tube	
Car (driver with others)		Rail	
Car (as passenger)		Bike/Rail	
Motorcycle		Bicycle	
Bus		Foot	
Tram		Other	

Model Survey response requires actual figures to allow input into iTRACE:
e.g. 78 people travel to the site by Bus *(Not percentages!)*

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