### Schools

**Introduction**
1. School details
2. Pupil and staff information
3. Opening times
4. Working group members

**Travel and Transport Infrastructure**
1. On site facilities (incl. information around estimated number of people and vehicles accessing the site)
2. STARS routes to school audit

**Surveys, Modal Shift and Targets**
1. Pupil Survey
2. Staff Survey
3. Targets

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### Action Plan
1. Select a minimum of 5 initiatives, one must be a consultation initiative, one must be annual monitoring.

### Travel and Transport Issues
1. List specific issues and how these are identified

### Sign Off
1. School Travel Plan Champion
2. Head Teacher
3. Governor
4. LA Officer

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### Residential (Interim)

**Introduction**
1. Overview of the proposed site
2. Developer/Landowner details

**Background Information**
1. Key points from the TA (Travel Assessment) that are relevant to the Travel Plan

**Travel and Transport Infrastructure**
1. On site facilities (incl. information around estimated number of people and vehicles accessing the site)

**Objectives**
1. To ensure the developments trip rates are agreed at the planning process

**Targets**
1. Modal shift targets based on trip rate reduction
2. A commitment to identify suitable SMART targets once the site is occupied

### Action Plan
1. List of actions to meet targets, incl. trigger points for delivery
2. Interim marketing strategy

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### Welcome Pack
1. Identify the content of the welcome pack

### Monitoring
1. Commitment to undertake the baseline monitoring on occupation of the 100th dwelling. To produce a full travel plan within 3 months of occupation of the 100th dwelling
2. A commitment of 2 week vehicular traffic counts, set up on all vehicular access points in the development (not in public or school holidays)
3. A commitment to provide the 14 day surveys
4. A commitment to provide uptake of PTP (personalised travel plans)
5. A commitment to provide the number of uptake of multi-modal vouchers

### Budget
1. Travel Plan budget
TRAVEL PLAN CHECKLIST

RESIDENTIAL (Full)

INTRODUCTION
1. Overview of the proposed site
2. Build out rate/phasing
3. Current number of dwellings occupied
4. Developer and TPC (Travel Plan Coordinator) details

BACKGROUND INFORMATION
1. Agreed trip generation from TA (Incl. am and pm peaks)

TRAVEL AND TRANSPORT INFRASTRUCTURE
1. On site facilities (Incl. information around estimated number of people and vehicles accessing the site)

OBJECTIVES
1. To ensure the developments trip rates are agreed at the planning process

TARGETS
1. Modal shift targets based on trip rate reduction
2. Additional SMART targets

ACTION PLAN
1. List of actions to meet targets, incl. timescales for delivery

WELCOME PACK
1. Summary of the content of the welcome pack. Full pack to be appended

MONITORING
1. A commitment to monitor the travel plan annually on each anniversary of the occupation of the 100th dwelling for a minimum of 5 years or one year after occupation of the final dwelling. (whichever is the longest duration)
2. 2 week vehicular counts, set up on all vehicular access points in the development (not in public or school holidays)

ACTION PLAN
1. Select a minimum of 5 initiatives and one must be a consultation initiative, one must be annual monitoring.

WORKPLACE (Interim)

INTRODUCTION
1. Organisation details
2. Opening times/working hours

TRAVEL AND TRANSPORT INFRASTRUCTURE
1. On site facilities
2. Site audit (Incl. information around estimated number of people and vehicles accessing the site)

TARGETS
1. List specific transport issues and how these are identified

ACTION PLAN
1. Select a minimum of 5 initiatives and one must be a consultation initiative, one must be annual monitoring.

WORKPLACE (Full)

INTRODUCTION
1. Organisation details
2. Staff and visitor information
3. Opening times/working hours
4. Working group members

TRAVEL AND TRANSPORT INFRASTRUCTURE
1. On site facilities
2. Site audit (Incl. information around estimated number of people and vehicles accessing the site)

TARGETS
1. List specific travel and transport issues

ACTION PLAN
1. Select a minimum of 5 initiatives and one must be a consultation initiative, one must be annual monitoring.

To view a list of initiatives if you are not using STARSfor, please visit www.suffolk.gov.uk/travelplans'