

Appendix 2: Residential Travel Plan Check List

A: Site design
Permeability for pedestrians and cyclists
Highways safety measures/traffic calming/pedestrian and cycling friendly infrastructure
Site speed limits
Restrictions on car movements within the site
Parking restraint ☐or potential for car-free site,
Minimising intrusion from parking ☐where applicable,
Cycle parking
Cycle shower and changing facilities in site workplaces ☐if applicable,
Bus routing: ensuring the road design allows the bus to reach all parts of the development and that it connects well with the surrounding area.
Bus infrastructure such as stands, stops, shelters, bus gates and real time information ☐where services will be entering the site,
B: Improvements to off-site access (as required in the light of existing provision)
Road safety improvements to highways infrastructure serving the site
Creation and enhancement of cycling and walking links serving the site
Provision of off-site bus infrastructure/priority on routes serving the site
C: Facilities that reduce the need to travel (as required in the light of existing provision)
Health
Education / childcare
Shopping /home delivery - e.g. convenience store; cool storage areas for collection of groceries
Employment - e.g. mixed residential/office use or live/work accommodation, broadband, tele-centre
Leisure
Community
D: Public transport improvements (as required, in the light of existing provision)
New or enhanced bus services

New or enhanced rail services
Facilities to improve interchange e.g. cycle parking/ lockers at stations,
E: Car club
Service established on site
Parking bays allocated
F: Other services to support sustainable travel (options to be considered)
Taxis
Cycle centre
Broadband access and provision of office space in houses
Car share scheme
Home delivery grocery service and refrigerated drop-off points on site
G: Parking management scheme (recommended if parking demand exceeds supply)
Allocation of on-site parking
Control of off-site parking e.g. yellow lines or CPZ,
H: Promotion and awareness raising package (selection from the following options should provide financial incentives for use of sustainable travel and include face-to-face engagement with new residents)
Travel plan training for sales/marketing staff
Induction sessions for new households and follow up visits
Travel welcome packs
Free/discounted use of public transport
Free/discounted cycles and cycle equipment
Free/discounted use of car club
Cycling/walking maps
Public transport information
Personal travel advice
Information about access to other services and facilities

Cycle training
Community travel web site
Community travel notice-board
Community travel events
Community travel forum
Bicycle user group / buddy scheme
I: Delivery of the travel plan (covering all of the following)
Resources and arrangements for implementation, co-ordination and day to day management of measures
Appropriate management structures for ongoing decision-making and implementation
Time frames
Handover arrangements
Monitoring arrangements
Targets
Arrangements for ongoing input from the local authority