

Darlington Borough Council Travel Plan Statement Template

This Travel Plan Statement is required by you to give your staff/customers/residents practical travel information to and from your premises to encourage sustainable travel by bus, train, bicycle or on foot. Remember that this commitment was agreed as part of a planning consent or parking permit approval and is an integral part of that agreement to help ensure traffic impact is mitigated over time.

Please complete the template and return to transportplanning@darlington.gov.uk F.A.O. the Senior Travel Adviser. If you require any assistance to complete the template, please contact us. Thank you.

Travel Plan Statement Contact Details

insert business name here

Version date: *insert date of document*

name of responsible person is responsible for this Travel Plan Statement

Telephone:

Email:

Address:

Planning Application reference number (if applicable)

Car Parking permit location (if applicable)

Travel Plan Statement Objectives

All Darlington Borough Council Travel Plan Statements should share the following key objectives:

- To reduce the need to travel to and from the development.
- To reduce car travel to and from the development.
- To promote walking as a healthy and sustainable way of travelling to and from the development.
- To promote cycling as a healthy and sustainable way of travelling to and from the development.
- To encourage the use of public transport (rail and bus) where walking and cycling are not possible.

Please insert any additional organisation specific objectives here.

Measures and Initiatives

The appointment of a person to be responsible for the implementation of measures and submission of documents to DBC is essential. Please insert their name and contact details here. Any changes of name should be communicated to the Council as soon as possible.

Name:

Job Title:

Address of organisation:

Phone Number:

E-mail address:

In the section below, please describe the measures which will be implemented to achieve each of the Travel Plan Statement's objectives outlined previously.

Please describe at least *three* actions for each objective.

Actions to reduce the need to travel to and from the development:

- 1.
- 2.
- 3.

Actions to reduce car travel to and from the development:

- 1.
- 2.
- 3.

Actions to promote walking as a healthy and sustainable way of travelling to and from the development:

- 1.
- 2.
- 3.

Actions to promote cycling as a healthy and sustainable way of travelling to and from the development:

- 1.
- 2.
- 3.

Actions to encourage the use of public transport (rail and bus) where walking and cycling are not possible:

- 1.
- 2.
- 3.

Please insert any additional actions to support any organisation specific objectives here:

Actions to.....

- 1.
- 2.
- 3.

Repeat as necessary.

In this section, please describe how the objectives and actions will be promoted to staff/visitors/ residents. Some suggestions are listed below, but please add to these as required.

Information will be provided via:

Website	
Travel information pack	
Sent with meeting/appointment invites	
Posters	
Intranet	
Staff training/induction	

The following travel events will be promoted:

Walk to Work Week	
National Bike Week	
World Car Free Day	
National Liftshare Week	
Local sustainable travel events	

Monitoring and Review

The measures identified within this Travel Plan Statement should be regularly reviewed and evidenced on an annual basis for five years. This will help to ensure that the objectives of the statement are successfully achieved. No templates are created for the reviews as they are bespoke to your actions. Please provide evidence of your actions in electronic formats and attach to your review document.

Please complete the proposed dates of your five yearly reviews for our records. Please note we will not be reminding organisations of these dates, and it is their responsibility to ensure that reviews are submitted on time to transportplanning@darlington.gov.uk. Unless you hear from us, assume your Statement/Annual Reviews are approved.

Document	Date/Due Date	Received and approved by DBC
Travel Plan Statement		
1 st Year Review		
2 nd Year Review		
3 rd Year Review		
4 th Year Review		
5 th Year Review		