**Oxfordshire County Council Travel Plan Statement Template**

**Development:**

**Planning Application No:**

**Date:**

|  |
| --- |
| **Contact Information** |

|  |
| --- |
| **Developer**  **Company:**  **Address:**  **Contact person:**  **Tel:**  **E-mail:** |

|  |
| --- |
| **Consultant**  **Company:**  **Address:**  **Contact person:**  **Tel:**  **E-mail:** |

|  |
| --- |
| **Site Information** |

|  |  |
| --- | --- |
| **Description of the location including information on links to the existing community such as footpaths and cycle paths. (Please attach a location map in PDF format when submitting this form).** |  |
| **Postcode** |  |
| **Number / Street Name / Road / District** |  |
| **Town** |  |
| **Size (GFA / no of units) please include a site plan in PDF format if you have one** |  |
| **Planned date of first occupation, if development is to be phased over a number of years please provide details** |  |

|  |
| --- |
| **Travel Information** |

|  |
| --- |
| **Anticipated number of site occupants (weekday and weekends, per day)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Anticipated number of employees (weekday and weekends, per day)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Anticipated number of visitors (weekday and weekends, per day)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Anticipated number of deliveries (weekday and weekends, per day)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

|  |
| --- |
| **What facilities are there for pedestrians – on site and off site? e.g. pavements, crossings, lighting, signage etc** |
| **What facilities are there for cyclists – on site and off site? e.g. on-road or off-road cycle lanes, access to the National Cycle Network. Please include details of any routes on your PDF location map.** |
| **Number of cycle parking spaces that will be provided (provide details: location? type?)** |
| **Will any cycle parking be covered? If not, are there any plans to upgrade to covered cycle parking in the future?** |
| **Please provide information on bus services in the vicinity of the site e.g. routes, frequencies, first / last service. Please do not include timetables.** |
| **How far are the nearest bus stops from the development, where are they located and what are they like (e.g. covered, seating)?**  **Please show the locations of bus stops on the location plan PDF that you have provided.** |
| **Please provide information on train services in the vicinity of the site e.g. routes, frequencies, first / last service.** |
| **How far is the nearest train station from the development and where is it located? What facilities are available at the station?** |
| **Number of car parking spaces that will be provided within the site boundary (provide information on EV charging spaces, car sharing spaces, disabled spaces etc.)** |
| **Number of delivery parking spaces (and size) that will be provided within site boundary** |
| **Please outline any specific issues raised in the Transport Assessment and explain how this Travel Plan Statement will address them.** |

|  |
| --- |
| **Travel Plan Statement Objectives** |
| **All Oxfordshire County Council Travel Plan Statements should share the following key objectives:**   * To reduce the need to travel to and from the development * To reduce single occupancy vehicle (SOV) travel to and from the development. We expect a commitment to reduce the number of SOV vehicle trips to and from the site by between 5-10% over the five year period following occupation of the site. * 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 where walking and cycling are not possible |
| **Please insert any additional site specific objectives here** |

|  |
| --- |
| **Measures and Initiatives** |
| **The appointment of a person to be responsible for the implementation of measures is essential. Please insert their name and contact details here if known. If not, please insert information on how and when this person will be identified.**  Name:  Address:  Phone Number:  E-mail address: |
| **How will the objectives of the Travel Plan Statement be promoted to the site occupants and visitors?**   * For example, through the use of marketing materials and promotional activities. |

|  |
| --- |
| **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:** |
| **Actions to reduce single occupancy car travel:** |
| **Actions to promote walking:** |
| **Actions to promote cycling:** |
| **Actions to promote public transport:** |
| **Please insert any additional actions to support any site specific objectives here.** |

|  |
| --- |
| **Monitoring and Review** |
| **The measures identified within this Travel Plan Statement should be regularly reviewed and updated where necessary. This will help to ensure that the aims of the statement are successfully achieved.** |
| **What will be the date of the first review? (Month and Year) The first review should take place 6-12 months after first occupation.** |

Thank You

Please e-mail the completed form and site location map to:

[travelplan@oxfordshire.gov.uk](mailto:travelplan@oxfordshire.gov.uk)

*Please note that location map should be submitted in .pdf format and clearly show the development and all of the main features referred to in the statement above e.g. bus stops, pedestrian routes, local facilities etc.*

The Travel Plans Team at Oxfordshire County Council can be commisoned to produce a Travel Plan Statement for your organisation, for further information contact the team at:

[travelplan@oxfordshire.gov.uk](mailto:travelplan@oxfordshire.gov.uk)