Brighton & Hove City Council
Workplace Travel Plan Guidance Document

Workplace, University, College & Destination Travel Planning
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This document has been prepared by Peter Brett Associates LLP (PBA) on behalf of Brighton & Hove City Council.

The aim of this document is to provide a comprehensive guide for organisations seeking to develop and implement a Workplace Travel Plan. It covers the creation of travel plans for businesses of all sizes, colleges, universities, hospitals and charities. It seeks to provide clarification and guidance for the creation of voluntary travel plans as well as mandatory travel plans (where a travel plan forms an obligation as part of planning permission, for example).

This document aims to provide all the help, advice and guidance you need in one place. It covers all the stages of the process, including the writing of the Travel Plan document. The process consists of more than simply writing a document and this guide aims to take you through this.

This document draws on information created by the Department for Transport “Travel Plan Resources Pack for Employees” (2006) and “The Essential Guide to Travel Planning” (2007) and the National Planning Practice Guidance (NPPG) note “Travel plans, transport assessments and statements in decision-taking” (2014). Whilst the DfT documents have been archived, their content is still relevant and extremely useful.

This document contains the following:

- **Travel Plan Checklist** provides a quick, easy-to-use checklist to aid you in the preparation and implementation of your Travel Plan. Each step references a corresponding section within “The Detail” part of this document, which provides all the detail you need.

- **The Detail** provides all the detail and help you will need to ensure all the stages within the Checklist are met, where appropriate. Travel Planning “jargon” is explained in “Jargon Buster” boxes within the text.

- **Appendices** provide additional useful information, guidance, useful contacts and examples corresponding with relevant step of the checklist.
A Travel Plan is an active, evolving, process reflecting the needs of your organisation and end users, seeking to deliver sustainable transport objectives. It is more than a written document. It is a long-term management strategy for an organisation or site articulated in a document that is regularly reviewed.

**Common reasons to create a Travel Plan are:**
- To enhance the environmental image of your organization;
- To ease parking pressure;
- As part of your Business Plan; or
- To accompany a planning application or Section 106 agreement.

**Travel Plans can address wider environmental, social and transport issues such as:**
- Costs to society and business as a result of congestion, delays and unreliable journey times;
- Road casualties;
- Emissions of pollutants and particulates affecting health and contributing to global warming;
- Noise pollution and visual intrusion; and
- Poorer health as a result of reduced levels of activity due to greater reliance on the car.

**Travel Plan can bring a number of benefits including:**
- Improved health and productivity;
- Reduced absenteeism;
- Improved wellbeing;
- Reduced parking demand; and
- Reduced congestion and improved noise and air quality.

**Your Travel Plan can address:**
- Journeys by staff to and from work;
- Journeys by students to and from the site;
- Business travel;
- Travel by visitors;
- Deliveries and contractors; and
- Fleet vehicles.