The Travel Plan Checklist

This part of the document provides an easy-to-use checklist detailing all the steps you should consider when preparing and implementing your Travel Plan.

For voluntary travel plans, you do not need to fulfil any of the criteria set out within this document, but you may find it helpful to follow the steps in order to provide a well-developed and successful travel plan.

For mandatory travel plans, a number of these steps are required.

Please refer to the specified section of the document at each step of the checklist for further details and guidance.
Travel Plan Checklist

☐ Step 1 – What type of travel plan are you producing? Mandatory or Voluntary? See Section 1 for details & guidance.

☐ Step 2 – Ensure Senior Management Agreement. See Section 2 for details and guidance.

☐ Step 3 – Contact Brighton & Hove City Council’s Travel Planning Team. See Section 3 for details and guidance.

☐ Step 4 – Consider Other Near-by Organisations to Partner With. See Section 4 for details and guidance.

☐ Step 5 – Do you need help from transport professionals? See Section 5 for details and guidance.

☐ Step 6 – Policy and Planning Context Review. See Section 6 for details and guidance.

☐ Step 7 – Baseline Transport Conditions Review. See Section 7 for details & guidance.

☐ Step 8 – Funding Considerations. See Section 8 for details & guidance.

☐ Step 9 – Establish Your Communication Channels for Awareness Raising, Marketing, Promotion and Information Dissemination. See Section 9 for details & guidance.

☐ Step 10 – Commence End User Participation. See Section 10 for details & guidance.

☐ Step 11 – Baseline End User Surveys. See Section 11 for details & guidance.

☐ Step 12 – Analyse Baseline End User Surveys. See Section 12 for details & guidance.

☐ Step 13 – Set Objectives and Targets. See Section 13 for details & guidance.
Step 14 – Allocate Staff Resources and Responsibilities. See Section 14 for details & guidance.

Step 15 – Set Travel Plan Measures. See Section 15 for details & guidance.

Step 16 – Create Your Action Plan. See Section 16 for details & guidance.

Step 17 – Create Your Monitoring Strategy. See Section 17 for details & guidance.

Step 18 – Implement Your Measures. See Section 18 for details & guidance.

Step 19 – Write Your Travel Plan Document. See Section 19 for details & guidance.

Step 20 – Carry Out Monitoring Surveys. See Section 20 for details & guidance.

Step 21 – Analyse Your Monitoring Surveys. See Section 21 for details & guidance.

Step 22 – Has your travel plan been successful? Have targets been met? Have mitigation measures been triggered? See Section 22 for details & guidance.

Step 23 – Update Your Travel Plan Document. See Section 23 for details & guidance.

Step 24 – Keep the momentum going! See Section 24 for details & guidance.
The Detail

This part of the document provides you with all the details and further guidance for each step of the travel plan checklist.

Each section identifies, where necessary and appropriate, guidance for voluntary travel plans and requirements for mandatory travel plans.