1. **Step 1: What Type of Travel Plan Are You Producing?**

1.1 The first step in creating and implementing your travel plan is to be sure what type you are producing. For workplace travel plans, you will either be producing a mandatory travel plan (where you are required to create and implement one) or a voluntary travel plan.

   **Mandatory Travel Plans**

1.2 A mandatory travel plan is one that is required as part of a planning application. This type of travel plan forms part of the planning application and your travel plan document (Step 19) will need to be submitted to Brighton & Hove City Council along with all other planning application documents. It will be subject to Section 106 (of the Town and County Planning Act) negotiations and conditions.

   **Voluntary Travel Plans**

1.3 If you have not been told to create and implement a travel plan and are doing it on your own initiative, then it is a voluntary travel plan. You are not required to complete the steps of the travel plan checklist nor submit anything to Brighton & Hove City Council but it advisable to follow these steps and use this guidance to create a successful travel plan.

2. **Step 2: Ensuring Senior Management Agreement**

2.1 The next step in implementing your travel plan is ensuring that your senior management are happy with the concept of a travel plan. Speaking with them to secure their on-going commitment to your travel plan is good practice. It is likely that if you are at the stage of implementing and delivering a travel plan, senior management are already aware and supportive. However, if not, this should be the next element you secure for your travel plan. This will enable senior management to: