**Travel Plan: Key Contacts Form**

This form should be used to confirm the contact information of the site Travel Plan Coordinator(s) (or any other key personnel involved with Travel Plan activity) for a site. It should also be used to notify LBN of any changes to Travel Plan personnel.

All forms should be submitted to TravelPlans@newham.gov.uk.

**Form Submitted By**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Organisation |  |
| Phone |  |
| Email |  |

 **Site Details**

|  |  |
| --- | --- |
| Approved Travel Plan Application Ref. |  |
| Site Address |  |
| Travel Plan Author |  |
| Site Developer |  |
| Site Operator(s)/Occupant(s) |  |

 **Current Travel Plan Coordinator Details**

|  |  |  |
| --- | --- | --- |
|  | Lead | Support(s)  |
| Name |  |  |
| Title |  |  |
| Organisation |  |  |
| Phone |  |  |
| Email |  |  |

 **New Travel Plan Coordinator Details**

|  |  |  |
| --- | --- | --- |
|  | Lead | Support(s)  |
| Name |  |  |
| Title |  |  |
| Organisation |  |  |
| Phone |  |  |
| Email |  |  |

 **Other Contact Information**

|  |  |  |
| --- | --- | --- |
|  | [Travel Plan Role] | [Travel Plan Role]  |
| Name |  |  |
| Title |  |  |
| Organisation |  |  |
| Phone |  |  |
| Email |  |  |