

## Travel Plan Monitoring Report Guidance

Monitoring Reports produced as a requirement of Travel Plan monitoring should be prepared in line with the following headings. Should an alternate structure be proposed by the report author, it must still provide the required information as set out below.

### 1. Introduction

- a. Purpose and scope of monitoring report (including planning permission and approved Travel Plan planning reference)
- b. Travel Plan aims and objectives
- c. Summary of development details (levels of occupancy, completion dates, tenure splits etc.)
- d. Details of users, occupiers, operators, management company etc.
- e. Contact details of the Travel Plan Coordinator (TPC) and other key personnel
- f. Details of the report author

### 2. Site Appraisal Review

- a. Details of changes/improvements to site accessibility since Travel Plan (walking, cycling, public transport, step-free access etc.)
- b. Details of any planned improvements to site accessibility (external or on-site)
- c. Summary of on-site transport provisions (cycle facilities, car parking etc.), including evidence of these (e.g. photos) where applicable

### 3. Monitoring Methodology

- a. Survey types (travel surveys, cycle and car parking surveys, automated and/or manual traffic counts etc.)
- b. Travel survey methodology (online, paper/postal, in-person/intercept etc.)
- c. Survey scope (users/land users covered, other monitoring measures included e.g. car club data, on-site parking permit uptake)
- d. Survey dates

### 4. Survey Results

- a. Response rates
- b. Summary of travel survey results (including any key findings from analysis of barrier questions (B1-B6) by responses to questions G1a-G7)
- c. Summary of other survey results (e.g. cycle parking, car parking etc.)

### 5. Review of Survey Results Against Targets

- a. Progress towards achieving Travel Plan mode share targets
- b. Proposed amendments to mode share targets in light of survey results

### 6. Review of Current Travel Plan Measures/Initiatives

- a. Delivery progress against action plan items
- b. Impact review of measures/initiatives
- c. Gap analysis (what measures are missing?)
- d. User engagement (forms and frequency of this, lessons learnt, mitigation etc.)

### 7. Review of Wider Sustainable Travel Initiatives/Improvement Projects

- a. Borough, regional and national
- b. Review LBN [Sustainable Travel](#) and [Physical Activity](#) webpages

**8. Updated Measures and Action Plan**

- a. Measures to be continued, added and removed
- b. Updated action plan to deliver them

**9. Updated Monitoring Programme**

- a. Next Travel Plan review date
- b. Future Travel Plan survey and report submission dates
- c. Details of any proposed changes to monitoring methodology