



Buckinghamshire Council

BAP Pharma

Travel Plan

February 2025

Project Code: 07647

PJA
3rd Floor
TW12VE
12 Forbury Road
Reading
RG1 1SB
UK
pja.co.uk

Version Control and Approval

Version	Date	Main Contributor	Issued by	Approved by
A	03 December 2024	PR		CH
B	09 December 2024	DG	CH	CH
C	17 February 2025	DG	CH	CH

Prepared for

Margaret McCarthy

BAP Pharma

Medina House,
Fieldhouse Lane,
Globe Business Park,
Marlow
SL7 1TB

Contents

1	Introduction	2
1.1	Overview	2
1.2	Report Structure	3
2	Policy Background	4
2.1	National Planning Policy	4
2.2	Local Planning Policy	6
3	Existing Site Conditions	8
4	Aims and Objectives	11
4.1	Aims	11
4.2	Objectives	11
4.3	Targets	11
5	Measures.....	13
5.1	Proposed Measures	13
6	Management and Monitoring	16
6.1	Ownership	16
6.2	Management	16
6.3	Monitoring	17
6.4	Review	17
6.5	Remedial Measures	17
7	Action Plan.....	19

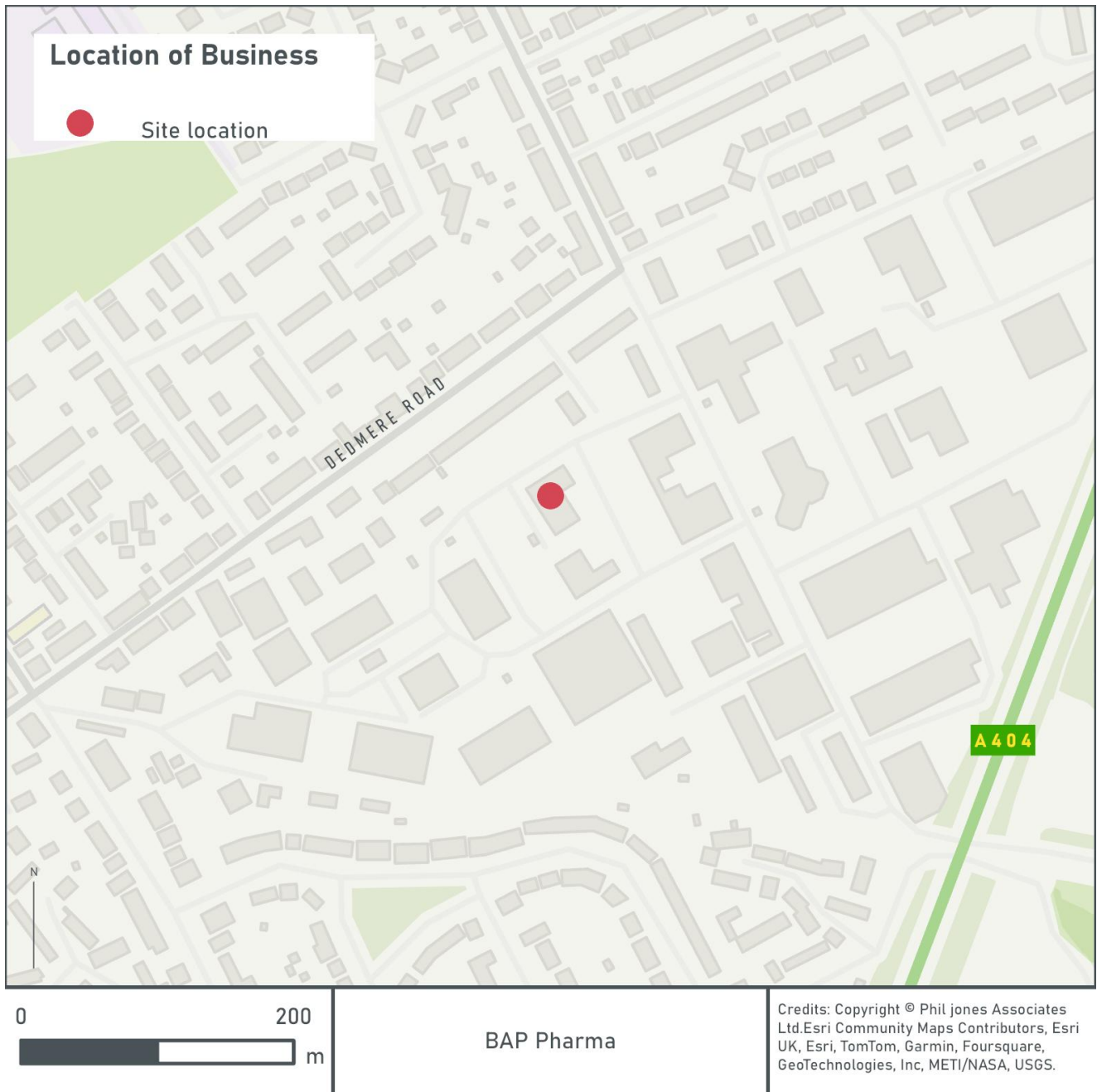


I Introduction

I.1 Overview

1.1.1 This Travel Plan (TP) has been prepared by PJA for BAP Pharma, as part of the Buckinghamshire Council partnership with PJA and Modeshift STARS. BAP Pharma is based at Medina House, Fieldhouse Lane, Globe Business Park, Marlow, SL7 1TB. The site location is shown in Figure 1.

Figure 1: Site Location





- 1.1.2 BAP Pharma is a pharmaceutical, clinical trial supply and comparator sourcing business which employs 46 full-time employees at the site.
- 1.1.3 The purpose of this TP is to set out a long-term management strategy to minimise travel by single-car occupancy trips and encourage more sustainable modes of travel, with a view to achieving Bronze accreditation on Modeshift STARS within the first year of the TP.

1.2 Report Structure

- 1.2.1 The structure of the TP, in accordance with Buckinghamshire Council's guidelines, is as follows:
- **Section 2** reviews national and local planning policy pertaining to travel planning;
 - **Section 3** overviews the existing site conditions and accessibility;
 - **Section 4** sets out the aims, objectives, and targets of the TP;
 - **Section 5** sets out the measures of the TP;
 - **Section 6** describes the management, monitoring and review strategy of the TP; and
 - **Section 7** provides a summary action plan and a first-year timeline for the TP.



2 Policy Background

2.1 National Planning Policy

National Planning Policy Framework (2024)

- 2.1.1 The revised National Planning Policy Framework, published in December 2024, outlines the government’s planning policy for England and how these are expected to be applied.
- 2.1.2 The NPPF sets out policies to achieve sustainable development under 13 headings, one of which is Chapter 9: Promoting Sustainable Transport. In particular, paragraph 118 states that *“All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored.”*
- 2.1.3 In addition to this, paragraph 115 states that *“In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:*
- *sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location;*
 - *safe and suitable access to the site can be achieved for all users;*
 - *the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code⁴⁸; and*
 - *any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach.”*
- 2.1.4 Furthermore, paragraph 116 highlights that *“Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.”*
- 2.1.5 As set out in paragraph 117, within this context, applications for development should:
- *“give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
 - *address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*



- *create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- *allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- *be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.”*

National Planning Policy Guidance (NPPG)

2.1.6 The National Planning Policy Guidance (NPPG) stipulates the scope and level of detail that is needed in a Transport Assessment or Statement will vary from site to site, but the following should be considered when settling the scope of the proposed assessment:

- *“Information about the proposed development, site layout, (particularly proposed transport access and layout across all modes of transport);*
- *Data about existing public transport provision, including provision/frequency of services and proposed public transport changes;*
- *A qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site;*
- *An assessment of trips from all directly relevant committed development in the area (i.e., development that this is a reasonable degree of certainty will proceed within the next three years);*
- *Measures to improve the accessibility of the location (such as provision/enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms;*
- *A description of parking facilities in the area and the parking strategy of the development;*
- *Ways of encouraging environmental sustainability by reducing the need to travel; and*
- *Measures to mitigate the residual impacts of development (such as improvements to the public transport network, including walking and cycling facilities, physical improvements to existing roads).*
- *The primary purpose of a TP is to identify opportunities for the effective promotion and delivery on sustainable transport initiatives e.g., walking, cycling, public transport and telecommuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes.”*



2.2 Local Planning Policy

Buckinghamshire County Council Local Transport Plan 4

- 2.2.1 BCC's Local Transport Plan 4 (LTP4) sets out the role transport plays within the County to achieve BCC's vision of making Buckinghamshire *"...a great place to live and work, maintaining and enhancing its special environment, helping its people and businesses thrive and grow to give us one of the strongest and most productive economies in the country."*
- 2.2.2 To achieve this, the LTP4 entails a range of policies that set out the high-level approach to transport in Buckinghamshire over the period up to 2036.
- 2.2.3 With regard to 'Policy 3: Managing the impact of new developments', BCC states that: *"We (BCC) will keep Buckinghamshire thriving and attractive by getting the best deal from new development. Our dedicated Development Management Policy will help developers to ensure new development meets Buckinghamshire's needs."*
- 2.2.4 To emphasise the access to sustainable modes of transport as an alternative to the private passenger car, 'Policy 12: Encouraging walking for shorter journeys' states: *"Walking should be the best option for more of our short journeys. We (BCC) will look to develop the walking network and encourage walking, to help ensure it becomes one of the most convenient ways to make short journeys."*
- 2.2.5 The LTP4 recognises the social, environmental and health benefits associated with cycling and highlights the need to prioritise the provision of cycle connections to key destinations. As such, 'Policy 13: Encouraging cycling' states: *"We (BCC) will look to develop the cycling network through a combination of new infrastructure, maintenance, and promotion. We will support initiatives to help cycling become one of the most convenient and well used forms of transport for short journeys."*

Buckinghamshire Council Local Transport Plan 5

- 2.2.6 Since the adoption of LTP4, Buckinghamshire County Council has been replaced by Buckinghamshire Council as part of local government reorganisation. LTP4 remains the adopted transport policy of Buckinghamshire Council for the time being, but the council is in the process of developing Local Transport Plan 5 (LTP5) as a replacement. It is anticipated that LTP5 will be adopted in Summer 2024.

Wycombe District Local Plan

- 2.2.7 The Wycombe District Local Plan (DLP) was adopted for the former district of Wycombe by Wycombe District Council in September 2018. Wycombe District Council has since been replaced by Buckinghamshire Council, which has continued to use the district local plan for this area.



2.2.8 Policy DM33 of the DLP sets out that *“Development is required to ... Include measures to reduce reliance on single occupancy car trips and to increase the use of sustainable transport modes.”* Paragraph 6.139 further sets out that *“As part of planning for safe and convenient access in the layout of development, developers should also aim to promote and prioritise the use of sustainable transport modes (part 1d of this policy). Depending on the scale of development this might involve, for example, simply providing adequate bike storage for a small flatted development, or on a larger scale, a full green travel plan package coupled with public transport improvements and new cycle routes.”*

2.2.9 It should be noted that this TP has been prepared voluntarily by BAP Pharma and is not part of a planning obligation. While there is therefore no requirement for BAP Pharma to follow the policies set out in the DLP, reviewing this policy demonstrates that this TP is in accordance with and in support of local planning policy.

Travel plans for new developments: developer guidance

2.2.10 This Travel Plan has been produced with reference to the BC guidance document ‘Travel plans for new developments: developer guidance’. Although this TP does not relate to a new development, it can still provide useful advice relating to the content and structure of Travel Plans.

2.2.11 The guidance sets out that *“Developer travel plans should include a:*

- *Description of the development;*
- *Baseline survey of the residents/staff/visitors (a baseline survey is done at the beginning of the project so we can measure success);*
- *Named travel plan coordinator;*
- *Realistic set of objectives appropriate to the site;*
- *Clear action plan of measures to encourage use of sustainable transport;*
- *Plan to reduce single occupancy car use by at least 10% within the first 5 years of occupation (known as a ‘SMART’ target); and*
- *Commitment to monitor and review the travel plan”.*

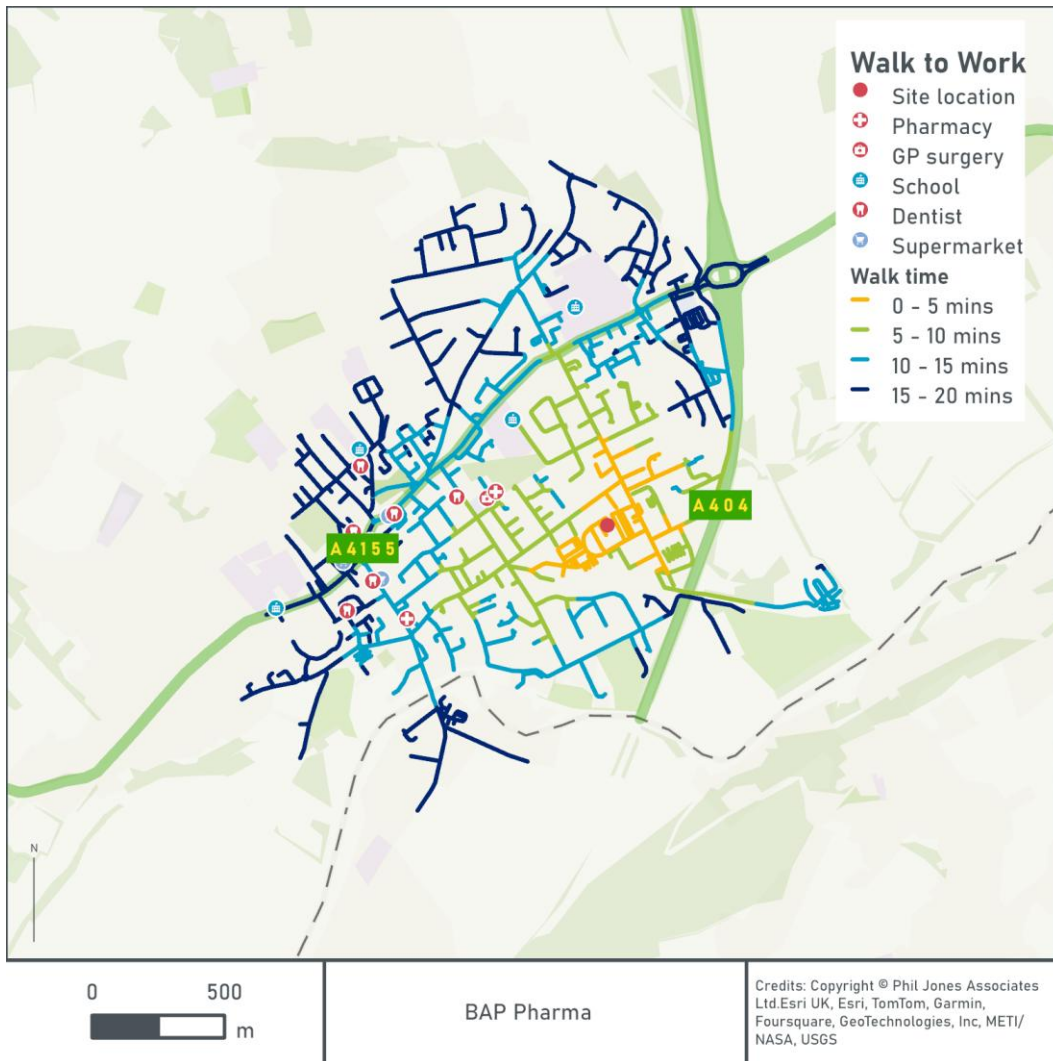
2.2.12 The guidance further specifies that Travel Plans should *“encourage positive physical and behavioural attitudes towards sustainable transport; and reduce reliance surrounding single occupancy car travel”*; it should also *“aim to achieve its objectives via a package of actions designed to promote safe, healthy and sustainable travel options”* and that this *“requires monitoring to assess how well it is meeting its aims objectives”*.



3 Existing Site Conditions

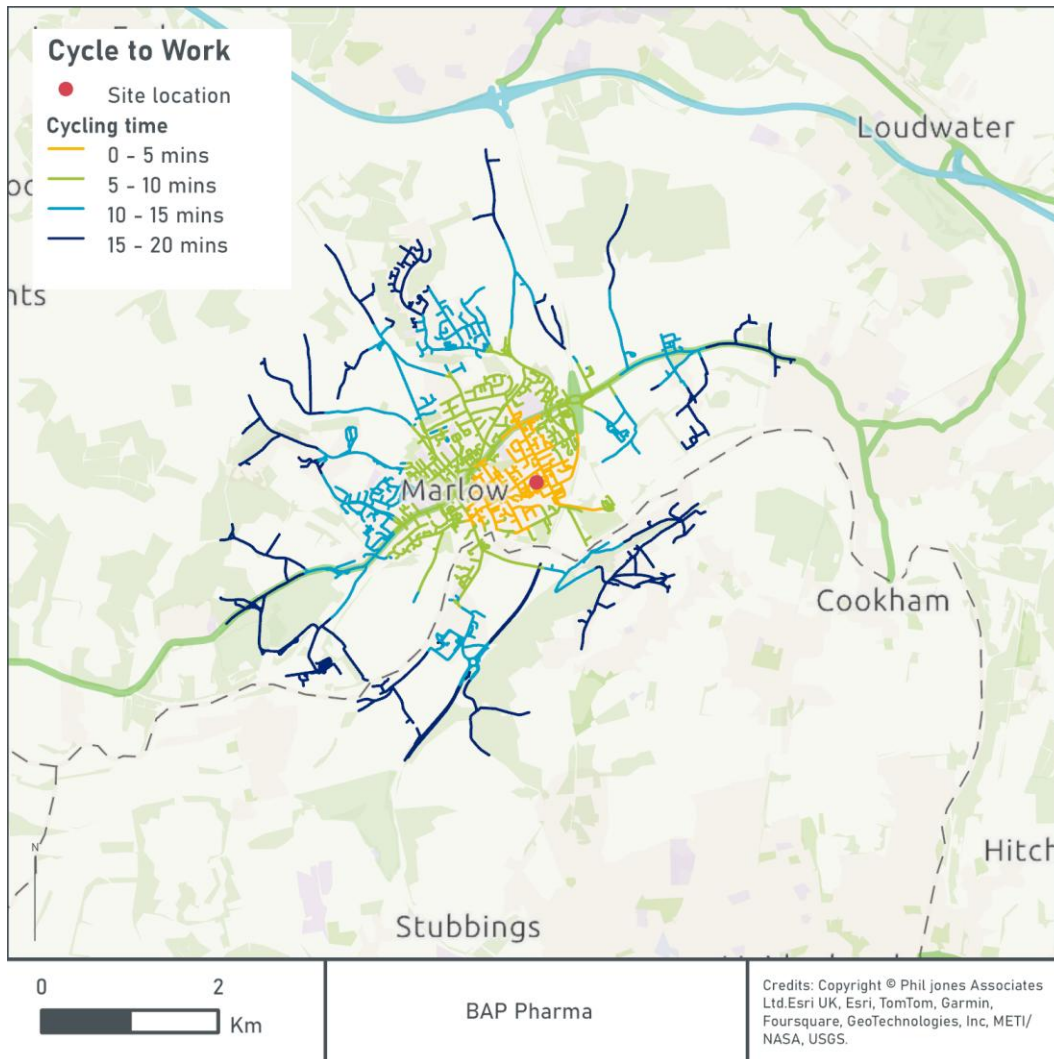
- 3.1.1 The site has 70 parking spaces available for staff use and 10 available for visitors. Of these spaces, one has an electric vehicle charging point and one is reserved for disabled drivers.
- 3.1.2 The site does not have many amenities in its direct vicinity, although there is a café, a hotel and a gym in the business park. However, the site is located only a 15-minute walk from Marlow town centre, which has a much greater range of amenities along its high street.
- 3.1.3 The walking route to the town centre is fairly good; however, some of the route runs through the business park which in places lacks continuous footways. In addition, most of the crossings on the road towards the town centre lack tactile paving and some lack dropped kerbs.
- 3.1.4 The area accessible within a 20-minute walk of the site is shown in Figure 3-1.

Figure 3-1: Walking Isochrone



3.1.5 The site has 4 cycle parking spaces for staff and visitor use. There are no storage lockers available at the site, but there are shower facilities for staff at the site. The area accessible within a 20-minute cycle ride is shown in Figure 3-2.

Figure 3-2: Cycling Isochrone



3.1.6 There is no bus service directly serving the business park; the nearest stop is roughly a 10-minute walk away on Little Marlow Road. Both stops have a shelter and bus timetable, and there is a zebra crossing assisting pedestrians to access the eastbound bus stop.

3.1.7 The local bus routes at these stops are shown in Figure 3-3, and a summary of the bus services is shown in Table 3-1.



Figure 3-3: Local Bus Routes

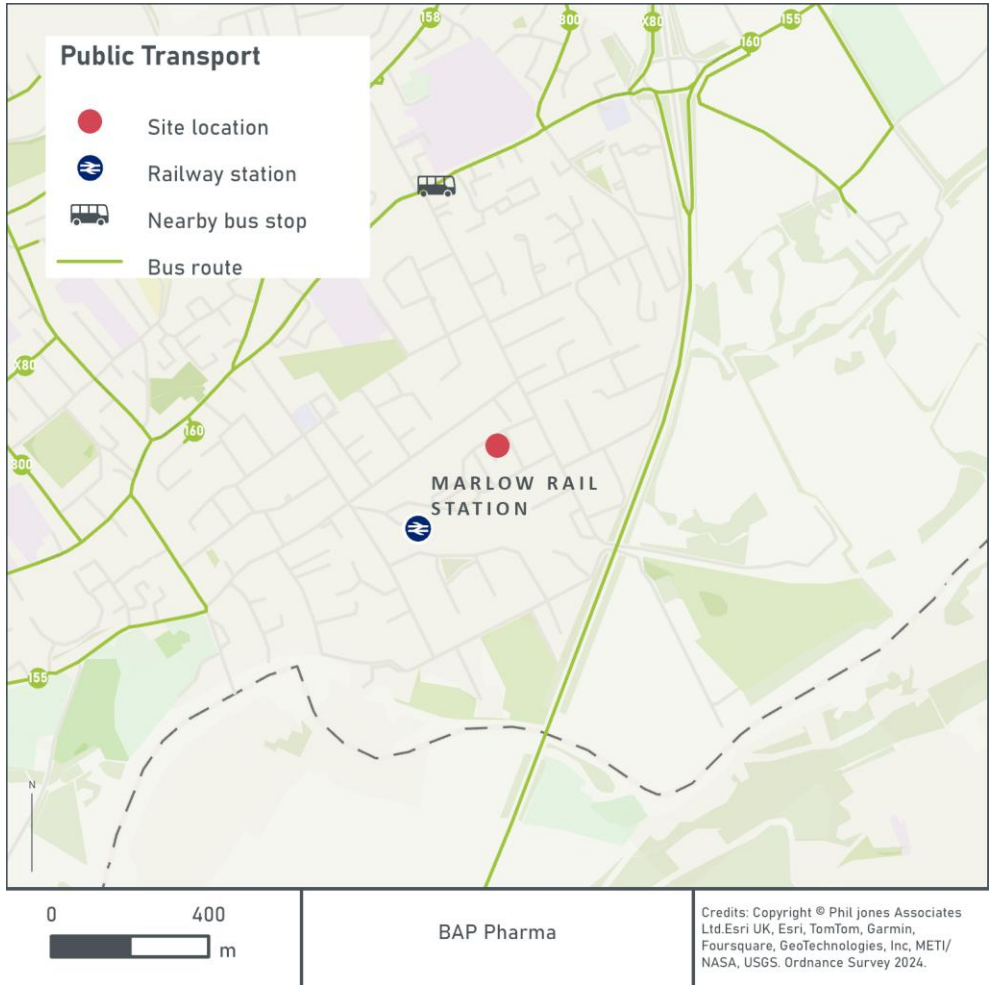


Table 3-1: Bus services

Stop	Service	Destination	Service Pattern
Bobmore Lane	850	High Wycombe	3 buses per hour (Mon-Fri)
		Henley, Wargrave, Twyford, Reading	2 buses per hour (Sat)
			1 bus per hour (Sun)

3.1.8 The nearest station is Marlow station, around a six-minute walk away from the site. The station has direct services to Maidenhead via Bourne End approximately once every hour. Trains to Slough, London and Reading can be accessed from Maidenhead, as well as the Elizabeth line into West and Central London.



4 Aims and Objectives

4.1 Aims

4.1.1 The overall aim of this TP is to encourage employees to travel to BAP Pharma by modes of travel other than by single-occupancy car and to ensure visitors to the site have an informed choice about their travel options other by single-occupancy car to the site.

4.1.2 As outlined by Modeshift STARS, it is important for businesses to invest in the production of Travel Plans for their organisation as a result of the benefits it can produce, including:

- *“A reduction in CO2 emissions;*
- *An improvement in staff health and wellbeing;*
- *Positive car park management solutions;*
- *Positive impact upon social corporate responsibility;*
- *A move towards attaining environmental targets;*
- *Increased levels of staff retention and employability; and*
- *An ability to respond to changes in workplace travel behaviours.”*

4.2 Objectives

4.2.1 The purpose of the TP objectives is to assist in achieving the overall aim set out above.

4.2.2 The TP objectives are as follows:

- 1 Complete the necessary milestones to achieve accreditation at different levels on Modeshift STARS;
- 2 Create a more active travel-friendly site by removing barriers to the uptake of walking and cycling among staff and visitors;
- 3 Promote and incentivise public transport use;
- 4 Promote all modes of sustainable transport in general;
- 5 Reduce the need to travel to and from the site, where it is not necessary to the business;
- 6 Reduce the impact of residual or necessary car use to the site; and
- 7 Address the access needs of site users and any identified specific transport problems.

4.3 Targets

4.3.1 As set out in the Buckinghamshire travel plan guidance: *“Each objective must have a related target ... The Travel Plan targets should be ‘SMART’ which means they must be:*

- *Site-specific;*



- *Measurable;*
- *Achievable;*
- *Realistic; and*
- *Time-specific”.*

4.3.2 The key target will be to achieve ‘Good (Bronze) Travel Plan’ accreditation on Modeshift STARS after the one-year TP period. An additional target beyond the first year of the TP will be to achieve ‘Excellent (Gold) Travel Plan’ accreditation. The requirements to achieve each Modeshift STARS rating for business sites is provided in **Appendix A**.

4.3.3 To assist in achieving the key target, the TP also includes a target to achieve at least a 10% reduction in the proportion of employees choosing to travel to work by single occupancy car within the five years of the TP commencement. The target will be developed from the baseline survey results.

4.3.4 Targets will only be changed with the agreement of Buckinghamshire Council.

5 Measures

5.1 Proposed Measures

5.1.1 The TP objectives listed above will be supported by the measures listed in this subsection. It will be the responsibility of the TPC to oversee the implementation of each of these measures.

5.1.2 To ensure that the TP actions remain realistic and achievable, the list will be amended as necessary to reflect any changes to the objectives and targets or based on the effectiveness of their implementation.

5.1.3 To promote the TP and sustainable transport in general, a Travel Information Sheet will be produced by the TP support and distributed by the TPC to staff at BAP Pharma. This sheet will be bespoke to BAP Pharma and promote walking, cycling, public transport and car sharing options to the site.

Objective 1: Achieve Modeshift STARS Accreditation

5.1.4 In order to meet the first objective of achieving Modeshift STARS accreditation, it will be necessary to fulfil the criteria for each accreditation level. In the first year, this will be the responsibility of the Travel Plan support (PJA) and thereafter, it will be the responsibility of the site's TPC. In the first year, these measures include, but are not limited to:

- Create a Modeshift STARS page for the business;
- Complete the site information, aims and objectives, site audit, transport and travel policies sections of the Modeshift STARS website;
- Plan unique travel and supporting initiatives; and
- Produce and carry out staff travel survey.

Objective 2: Promote Walking and Cycling

5.1.5 In order to meet the second objective, to promote walking and cycling, BAP Pharma will:

- Explore opportunities to improve cycle access to site;
- Install lockers for storage of equipment;
- Install a bike repair/tool station near the cycle parking area;
- Install emergency bike kits in communal area;
- Provide pool bikes for staff;
- Offer Bike Security Marking (e.g., BikeRegister);



- Explore interest among staff in setting up a Bike User Group (more information on establishing a BUG can be found at <https://www.cyclinguk.org/article/campaigns-guide/bicycle-user-groups-bugs>);
- Set up a Help to Buy scheme to help staff purchase cycles;
- Hold at least one discounted cycle accessories event for staff;
- Provide cycling maps for staff and visitors;
- Provide cycle training for staff;
- Provide at least one cycle maintenance or training session;
- Provide led and guided cycle rides for staff;
- Hold a Workplace Cycling Challenge;
- Promote walking route websites and apps, such as MapMyWalk or Go Jauntly;
- Provide walking maps to staff and visitors;
- Offer led lunchtime/after work walks;
- Provide pool umbrellas for staff use.

5.1.6 In addition, the TPC will:

- Liaise with bike shops to explore opportunities to provide discounts or incentives to staff; and
- Promote BetterPoints Bucks (<https://bucks.betterpoints.uk/>) to staff.

Objective 3: Encourage the Use of Public Transport

5.1.7 In order to meet the third objective, to encourage and incentivise the use of public transport, BAP Pharma will:

- Provide public transport timetables/maps/information to staff and visitors;
- Improve on-site infrastructure for buses and bus users (if appropriate);

Objective 4: Promote All Sustainable Transport Modes

5.1.8 In order to meet the fourth objective, to generally promote all modes of sustainable transport, BAP Pharma will:

- Provide information about sustainable travel options to new starters;
- Provide information about sustainable travel options to visitors;
- Encourage drivers to switch off their engines and promote anti-idling;
- Implement at least one Travelwise Week initiative;
- Participate in at least one Commuter Challenge event;

- Provide Personalised Travel Planning to all staff;
- Run at least one sustainable travel competition;
- Promote sustainable travel options to staff on the internal company website;
- Put up sustainable travel posters in communal areas and/or on noticeboards;
- Launch an internal sustainable travel newsletter for staff;
- Promote sustainable travel options on the company's social media.

Objective 5: Reduce the Impacts of Car Use

5.1.9 In order to meet the fifth objective, to reduce the impacts of residual car use, BAP Pharma will:

- Promote eco-friendly driving to staff;
- Deliver safe and fuel-efficient driver training;
- Install electric vehicle charging points;
- Prioritise local suppliers where possible and practicable.

Objective 6: Address the Transport Needs of Site Users

5.1.10 The proposed measures to meet the sixth and final objective, to address the transport needs of users who travel to the site, BAP Pharma will:

- Create a Travel Policy for staff or visitors;
- Nominate Sustainable Travel Champions from among staff to provide communication about the TP and sustainable travel initiatives to and from the rest of the company's staff;

5.1.11 In addition, the TPC will:

- Establish a Travel Plan working group within the company with regular meetings to progress the implementation of the travel plan measures and update the travel plan according to the outcomes of monitoring and the changing needs of the business; and
- Provide their contact details and those of the sustainable transport champions to all staff members, so all staff are aware of how to report transport issues at or around the site.



6 Management and Monitoring

6.1 Ownership

6.1.1 The TP guidance sets out that *“A clear strategy for ownership must be adopted as this will ensure that the Travel Plan will have long term sustainability.”*

6.1.2 BAP Pharma has appointed a Travel Plan Co-ordinator, whose details are as follows:

Margaret McCarthy

Medina House, Fieldhouse Lane, Globe Business Park, SL7 1TB

Email: margaret.mccarthy@bappharma.com

Tel: 01753 698882

6.1.3 These details are correct at the time of writing and are subject to change according to BAP Pharma’s resourcing requirements. In the event of a change of contact details, the TPC will contact Buckinghamshire Council with updated details.

6.1.4 BAP Pharma is benefitting from a funding package from Buckinghamshire Council covering the writing of this TP and support during its first year. All TP measures which necessitate a financial contribution additional to the scope of the TP support will be funded by BAP Pharma.

6.2 Management

6.2.1 During the first year of the TP, the TPC will be supported by PJA, whose contact details are below:

PJA

Webpage: pja.co.uk

Email: travelplanning@pja.co.uk

6.2.2 Management of the TP will be shared between the TPC and PJA during the first year of the TP, after which management will pass to the sole responsibility of the TPC. At the end of the first year of the TP, PJA will provide BAP Pharma with a Year 1 Summary report and guidance for continuing in the TPC role.

6.2.3 The TPC will establish a travel plan working group within BAP Pharma, formed of staff members from various parts of the business, to progress the implementation of the travel plan and update it according to the outcomes of monitoring and the needs of the business.

6.2.4 The roles and responsibilities of the TPC are:

- Promotion of the Travel Plan to site users;
- Organising personalised Travel Planning as required;



- Developing and distributing the Staff Travel Information (Infographic) Sheet;
- Provision of Travel Information Noticeboards (including online version);
- Liaising with local bicycle shops and public transport providers to investigate potential opportunities to secure discounts and/or vouchers for site users;
- Undertaking annual monitoring surveys and submitting monitoring reports to BC;
- Assessing the performance of the TP against the aims, objectives, and targets;
- Identifying any additional measures that may be needed to meet targets; and
- Liaising with BC Travel Plan Officers with regard to progress.

6.3 Monitoring

6.3.1 During the first year of the TP, staff travel surveys will be conducted, with the support of the Travel Plan support team (PJA), to establish a monitoring baseline. These will be held approximately nine months after the TP receives approval from BC. PJA will create and send a monitoring note for this travel survey to BAP Pharma.

6.3.2 The TPC will devise an appropriate onward monitoring programme, to commence at the end of the first year.

6.3.3 As part of the ongoing monitoring programme, BAP Pharma plans to:

- Keep annual records of participation levels in sustainable travel schemes and incentives;
- Monitor the number of bicycles parked on site;
- Undertake air quality monitoring.

6.3.4 The aim is that there will be further annual travel surveys on the anniversary of the baseline survey. The TPC will produce annual monitoring reports setting out the results of each survey and comparing this with previous ones. This will be shared with BC for approval within three months of the surveys taking place.

6.4 Review

6.4.1 The TPC, with the support of the travel plan working group, will conduct an annual review before the anniversary of the commencement of the TP. This will be evidence-based, using the data procured through the monitoring programme outlined above, and identify the objectives and targets which may require additional focus on over the next four years of the travel plan period.

6.5 Remedial Measures

6.5.1 If any particular objective or target is not being met, the TPC will review potential additional measures which could be implemented to improve the progress towards meeting those goals.



Should remedial measures be required, these will only be introduced in liaison and agreement with BC.

7 Action Plan

7.1.1 Table 7-1 sets out an action plan for this TP, summarising the measures and administrative tasks to be implemented, when or how often they are to be completed and whose responsibility it is to complete them or ensure they are completed.

Table 7-1: Action Plan

Action	Timeline or Frequency	Responsibility
Create a Modeshift STARS page for the business	At commencement of TP Support	PJA
Complete the site information, aims and objectives, site audit, transport, and travel policies sections of the Modeshift STARS website	At commencement of TP Support	PJA
Produce a Travel Planning Information Sheet	Shortly after the commencement of TP support	PJA
Create a Travel Infographic Sheet	Within first year of TP	PJA
Conduct a staff travel survey	Within first year of TP, at approximately nine months	PJA/TPC
	Every year thereafter, on the anniversary of the baseline survey	TPC
Provide ongoing Travel Plan support	During first year of TP	PJA
Provide the contact details of the TPC to all staff members, so all staff are aware of how to report transport issues at or around the site.	Within three months of the TP	TPC
Implement all Sustainable Transport Measures	Ongoing	TPC
Establish a Travel Plan working group.	Within 1 year of the TP	TPC
Provide a Year 1 Summary report and guidance for continuing in the TPC role.	At the end of Year 1 of the TP	PJA



Appendix A Modeshift STARS Travel Plan Accreditation Checklist



Perform process/add something.



Edit current section.



Return focus to section

TRAVEL MODES DESCRIPTION:

Green: Walk, Cycle, Work from Home, Scooter (Non-motorised or electric);

Amber: Bus, Car share, Park & Ride, Park & Walk, Train, Tube/Metro/Tram/Light Rail;

Red: Car/Van alone, Dropped off by car, Motorbike/Scooter, Taxi

Approved Travel Plan (Green) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

Introduction

Reviewed and updated within the last 12 months and contains sufficient information for anyone travelling to the site to understand how to get there. All relevant fields completed, with particular emphasis on those listed below.	
'Site Details' section completed	
'Staff & Volunteer Information' section completed	
'Visitor Information' section completed	
'Opening Hours' section completed	
'Introduction to our site' completed	
'Local Amenities' completed	
'Location Type' completed	

Aims & Objectives

Travel Plan 'Aim' added	
Travel Plan 'Objectives' added	

Working Group

Working group established*	
----------------------------	--

Site Audit

Reviewed and updated within the last 12 months and contains sufficient information for anyone travelling to the site to understand how to get there and what facilities to expect on arrival. All relevant fields completed, with particular emphasis on those listed below.	
'Transportation Links' section completed. <i>Each mode of travel field must contain sufficient detail to describe how to access the site by each travel mode to someone unfamiliar with the site.</i>	
All fields in 'On-site Facilities' section completed	
'Car Travel' section completed	

Travel & Transport Policies

'Travel & Transport Policies' section completed*	
'Sustainable Travel Tools' section completed*	

Surveys, Modal Shift & Targets

At least one 'Target' set <i>Targets must be SMART, with a date in the future & not already achieved</i>	
---	--

Initiatives

A minimum of seven unique 'Travel Initiatives' planned	
A minimum of three unique 'Supporting Initiatives' planned	

Sign Off

Application is signed off by Senior Management Team	
---	--



Perform process/add something.



Edit current section.



Return focus to section

TRAVEL MODES DESCRIPTION:

Green: Walk, Cycle, Work from Home, Scooter (Non-motorised or electric);

Amber: Bus, Car share, Park & Ride, Park & Walk, Train, Tube/Metro/Tram/Light Rail;

Red: Car/Van alone, Dropped off by car, Motorbike/Scooter, Taxi

Statement of endorsement provided by Senior Management Team	
---	--

**Not a requirement for Approved level accreditation but it is best practice to complete this section*

Good Travel Plan (Bronze) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

Previous Level Complete

All Approved Level criteria complete & up to date	
---	--

Working Group

Working group established*	
----------------------------	--

Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the current year	
--	--

Minimum response rates: <50 staff = 40%; 50 - 99 staff = 30%; 100 - 499 staff = 25%; 500 - 999 staff = 20%; 1,000 - 2,499 staff = 15%; 2,500+ staff = 10%

Travel & Transport Issues

A minimum of one current issue has been identified, and recorded	
--	--

Initiatives

Evidence is not required for Good Level but is strongly recommended.

NOTE: There must be sufficient information in 'Reporting' for someone outside the organisation to understand what was done. 'N/A', 'none', abbreviations, initials and similar are not acceptable for accreditation.

A minimum of seven unique 'Travel Initiatives' recorded and Completed	
---	--

A minimum of three unique 'Supporting Initiatives' recorded and Completed	
---	--

Sign Off

Application is signed off by Senior Management Team	
---	--

Statement of endorsement provided by Senior Management Team	
---	--

**Not a requirement for Good Level accreditation but it is best practice to complete this section*



Perform process/add something.



Edit current section.



Return focus to section

TRAVEL MODES DESCRIPTION:

Green: Walk, Cycle, Work from Home, Scooter (Non-motorised or electric);

Amber: Bus, Car share, Park & Ride, Park & Walk, Train, Tube/Metro/Tram/Light Rail;

Red: Car/Van alone, Dropped off by car, Motorbike/Scooter, Taxi

Very Good Travel Plan (Silver) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

Previous Level Complete

All Approved Level criteria complete & up to date	
All Good Level criteria complete & up to date	

Working Group

Working Group established and active. <i>The Working Group must represent the organisation and include a minimum of three people.</i>	
Working Group actions/activity documented annually, with evidence	

Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the current year <i>Minimum response rates: <50 staff = 50%; 50 - 99 staff = 40%; 100 - 499 staff = 30%; 500 - 999 staff = 25%; 1,000 - 2,499 staff = 20%; 2,500+ staff = 15%</i>	
Achieve a reduction in red travel modes and increase in amber and/or green modes	

Initiatives

Evidence is required for all Initiatives

NOTE: There must be sufficient information in 'Reporting' for someone outside the organisation to understand what was done. 'N/A', 'none', abbreviations, initials and similar are not acceptable for accreditation.

A minimum of fifteen unique 'Travel Initiatives' recorded and Completed	
A minimum of five unique 'Supporting Initiatives' recorded and Completed	

Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	



Perform process/add something.



Edit current section.



Return focus to section

TRAVEL MODES DESCRIPTION:

Green: Walk, Cycle, Work from Home, Scooter (Non-motorised or electric);

Amber: Bus, Car share, Park & Ride, Park & Walk, Train, Tube/Metro/Tram/Light Rail;

Red: Car/Van alone, Dropped off by car, Motorbike/Scooter, Taxi

Excellent Travel Plan (Gold) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

Previous Level Complete

All Approved Level criteria complete & up to date	
All Good Level criteria complete & up to date	
All Very Good Level criteria complete & up to date	

Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the current year <i>Minimum response rates: <50 staff = 50%; 50 - 99 staff = 50%; 100 - 499 staff = 40%; 500 - 999 staff = 30%; 1,000 – 2,499 staff = 25%; 2,500+ staff = 20%</i>	
Decrease in red travel modes of 5% or more or less than 10% red modes in current year	

Initiatives

Evidence is required for all Initiatives

NOTE: There must be sufficient information in 'Reporting' for someone outside the organisation to understand what was done. 'N/A', 'none', abbreviations, initials and similar are not acceptable for accreditation.

A minimum of twenty-five unique 'Travel Initiatives' recorded and Completed	
A minimum of ten unique 'Supporting Initiatives' recorded and Completed	

Excellent/Outstanding Standard Delivery

Evidence is required for all Initiatives

A minimum of two unique 'Excellent/Outstanding Standard Initiatives' recorded and Completed	
Excellent/Outstanding Standard Testimony section completed and updated for each accreditation renewal	

Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	



Perform process/add something.



Edit current section.



Return focus to section

TRAVEL MODES DESCRIPTION:

Green: Walk, Cycle, Work from Home, Scooter (Non-motorised or electric);

Amber: Bus, Car share, Park & Ride, Park & Walk, Train, Tube/Metro/Tram/Light Rail;

Red: Car/Van alone, Dropped off by car, Motorbike/Scooter, Taxi

Outstanding Travel Plan (Platinum) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

Previous Levels Complete

All Approved Level criteria complete & up to date	
All Good Level criteria complete & up to date	
All Very Good Level criteria complete & up to date	
All Excellent Level criteria complete & up to date	
Must have held Excellent level STARS accreditation for a minimum of 3-years	

Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the current year <i>Minimum response rates: all sites, any number of staff = > 50%</i>	
Achieve a reduction in red mode journeys and an increase in green modes of at least 5%	

Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	