Central Bedfordshire Council
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Central
Bedfordshire

my journey

Central
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MANUAL FOR iOnTRAVEL

This guide is intended to help users navigate their way around and use Central Bedfordshire Council's Monitoring Tool for Travel Plans – iOnTRAVEL®

Contents

All travel plans in Central Bedfordshire are held on iOnTRAVEL, and it is a way for developers, site occupiers and CBC to keep track of the process of developing, approving and implementing a travel plan.

GETTING STARTED ON iOnTRAVEL

STEP 1. **Register as a new user** or log-in as an existing user

STEP 2. **Enter basic information** about your site and how it will operate

✔ Your **travel plan document will then be approved** by Central Bedfordshire Council <u>before</u> you enter it into iOnTRAVEL

STEP 3. **Input a series of actions** from your approved travel plan

STEP 4. **Input a series of targets** to quantify changes in the use of alternative modes of transport over time

STEP 5. **Complete actions and submit survey data** over the life of your plan

3

1. Introduction to elements of the website

The website has a number of common elements and formats that run throughout it. The principal ones are set out below:

Upper menu bar:

| YOUR SITES | YOUR DETAILS | CONTACT US | CO2 CALCULATOR | HELP | LINKS |

Lower menu bar: (available once logged-in):

Summary | Site Synopsis Page 1 | Travel Plan Folder | Targets & Outcomes | Action Plan | Document Library | Comments

Entry fields:

Site Name: [   ] [Send]
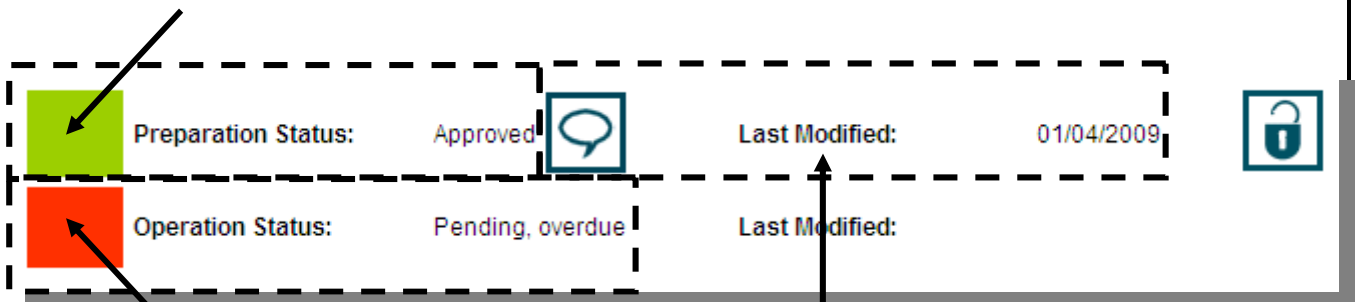
Mandatory and non-mandatory fields

Some data is optional *(the heading next to the box to enter data into is faded to grey)*. Other data is mandatory (i.e. compulsory) – you must enter the data before you submit the information to CBC (this is shown black and generally in **bold**).

Note. If you try to Submit the information without all compulsory data being in place, you will see a **red reminder on-screen** telling you the field(s) you need to complete before you can re-submit it.

Progress bars:

Progress bars are used to depict progress on a particular page of the website:

- The **Preparation Status** tells you whether you have sent the information to CBC and whether they have approved it.

| Preparation Status: | Approved | | Last Modified: | 01/04/2009 |
| Operation Status: | Pending, overdue | | Last Modified: | |

- The **Operation Status** shows (after having had all the information on iOnTRAVEL approved) whether you are on-track with implementing it.

- Each status is accompanied by a **date** the page was last modified, and a **Comments Bubble** for you to exchange comments with CBC.

= Send and read comments to/from CBC

Traffic light progress indicators:

The traffic light system used throughout iOnTRAVEL is summarised below:

KEY | PENDING, NOT OVERDUE | PENDING, OVERDUE | SUBMITTED | APPROVED | REJECTED

Often the indicator appears as a coloured block (as above); sometimes, boxes around text are outlined *(such as in the Site Synopsis).*

- When a user enters data into iOnTRAVEL and submits it to CBC, the indicator on the relevant page on the website turns from red to orange. CBC needs to approve certain steps. Orange means that **CBC are dealing with the information that has been submitted and will be in touch when they have done**.
- The indicator goes green when CBC is satisfied that the data is accurate or concords with the information in the agreed travel plan.

Use of traffic light indicators elsewhere

Colour is also used to assess the quality of what is being achieved.

Example – Targets & Outcomes:

- If survey data shows that the modal share of journeys to work is **on track**, the relevant figures in the tables in this section will have a green background.
- Conversely, if the data shows the travel plan is not achieving its aims, the figures will have a red background.

Example – Action Plan:

- **Each action** has its own indicator to indicate whether the action is overdue, complete (as reported by the user) or verified as being complete (by CBC).

## 2. Introduction to the stages of travel plan preparation, approval and operation

iOnTRAVEL works in a number of stages, as depicted in the table below.

Stage	Responsibility:	
	Consultant writing travel plan	CBC approval
1. REGISTRATION		
Intention to develop a travel plan – **register** or log-in as a user and **register travel plan site**	✓	
Registration details approved		✓
Site synopsis entered	✓	
Site synopsis approved		✓
2. TRAVEL PLAN DEVELOPMENT		
Travel plan drafted *(outside of iOnTRAVEL)*	✓	
Travel plan agreed *(outside of iOnTRAVEL)*	✓	✓
3. DETAILS ENTERED ONTO iOnTRAVEL		
Modal share targets entered	✓	
Action plan entered	✓	
Modal share targets approved		✓
Action plan approved		✓
4. TRAVEL PLAN IMPLEMENTATION		
Completed actions logged on iOnTRAVEL	✓	
Implementation of actions checked by CBC		✓
Survey data entered into iOnTRAVEL	✓	
Entry of survey data checked by CBC		✓

2.1 Summary screen

Note. You must be logged into a travel plan site on iOnTRAVEL at this point.

1. Click on **Summary** under **Your Sites**:
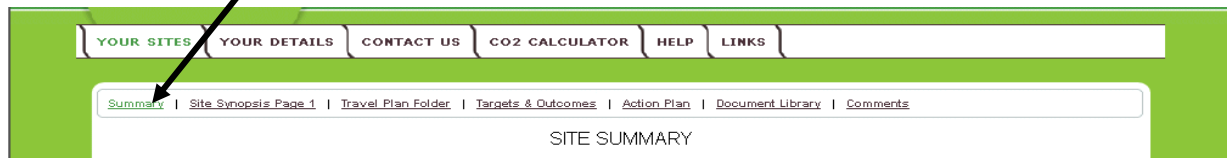
Note. Please note you cannot edit the summary screen.

The summary screen shows you basic information about your site including:

Left-hand side:

- Address

- Planning application details

- Site description

- Number of phases

- Companies involved

Right-hand side:

- Key milestone dates for your development coming forward

- Progress on preparing and operating your travel plan

- Whether outcomes are on track
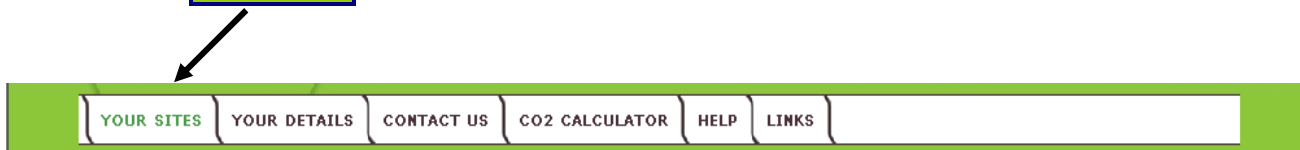
3. Setting up the iOnTRAVEL: Entering Data

3.1 Add a site

The first thing to do after registering is to add a travel plan site to work on. It is easy to add a new site into **iOnTRAVEL**.

1. Log-in
2. Go to Your Sites

YOUR SITES | YOUR DETAILS | CONTACT US | CO2 CALCULATOR | HELP | LINKS

3. Enter the **name** of the travel plan site you wish to add, under **Add A New Site**. Press Send. This needs to be approved by CBC. Your request will be logged automatically and you will be notified by email when CBC has authorised the new site.

After your site registration has been authorised:

4. Under Your Sites select the name of your site under **View A Site**.

5. You will have the choice to create a completely new site (**Create Site from Scratch**), or copy across details from an existing site (e.g. from a previous application you already have on the system) (**Copy an Existing Site**). It is recommended that you create a site from scratch unless you are working with a very similar development or resubmitted planning application.

You can then access a **private area** for your travel plan, and provide details about your site and its travel management plans. This area includes a Site Synopsis, Action Plan, and Targets. **Only you,** any other users you have authorised to work on the site and CBC will be able to see the information on-screen (aside from the .pdf copy of the approved travel plan which is a public document).
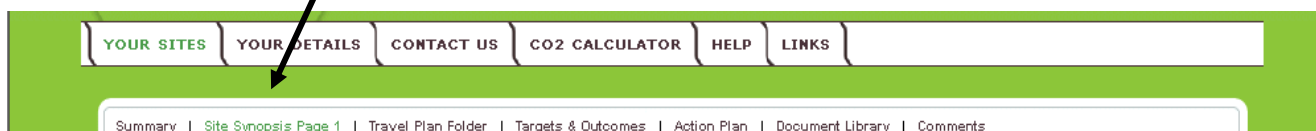
3.2 Completing a Site Synopsis

The Site Synopsis identifies your site. It provides essential information about timescales for construction and occupation, and the size and land-use of your site which are used to calculate levels of parking.

How to enter data into the Site Synopsis:

1. Log-in
2. Click on **Site Synopsis** under **Your Sites**


3. Complete the information in each entry field in each of the <u>four pages</u> of the Site Synopsis:

   I. Location and planning history
   II. Timings
   III. Size of development
   IV. Travel movements and dates for adding information into iOnTRAVEL

   The arrow button moves you between the four Site Synopsis pages

   Once you have completed the first page of four, you will be able to move between all four pages using the arrow buttons.

4. On each Site Synopsis screen, press Save + Continue before moving on to the next screen if you have made alterations (otherwise you may loose any new data you have entered).

5. The completed Site Synopsis needs to be approved by CBC. When you have completed all screens, submit your entire Site Synopsis to Central Bedfordshire Council by clicking Submit Synopsis at the top of the screen

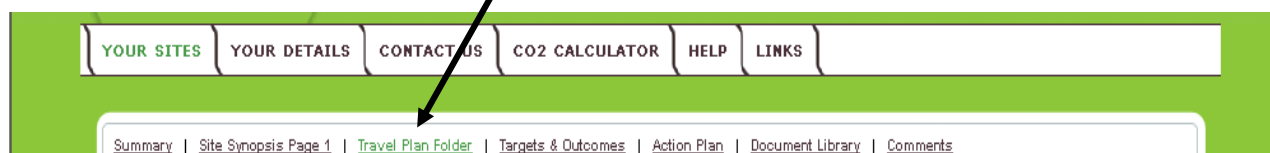Submit Synopsis   Click when you have finished all four Site Synopsis screens.
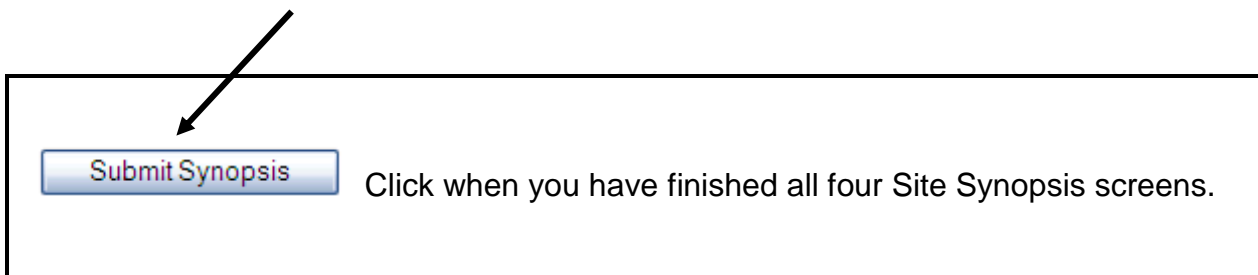
Help with site synopsis entry fields:

There are several data entry fields in the Site Synopsis. Though these should be reasonably self-explanatory, the table in the Appendix to this manual gives some further advice about the information you should include.

3.3 Uploading your travel plan

Follow the instructions under **Travel Plan Folder** to submit your completed and approved travel plan:

YOUR SITES | YOUR DETAILS | CONTACT US | CO2 CALCULATOR | HELP | LINKS

Summary | Site Synopsis Page 1 | Travel Plan Folder | Targets & Outcomes | Action Plan | Document Library | Comments

This will then be uploaded to iOnTRAVEL by CBC for public viewing.
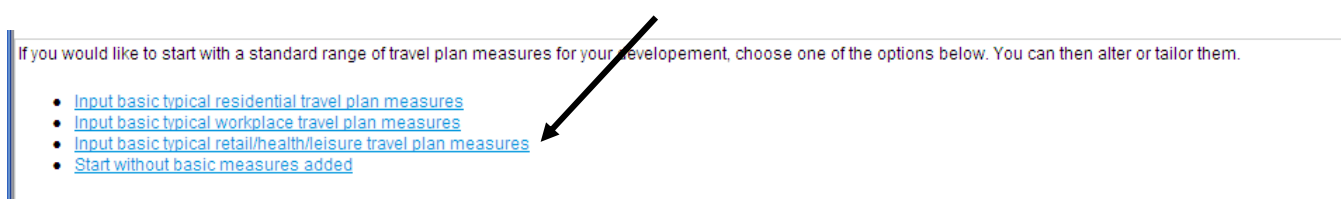
3.4 Inputting Actions

The Action Plan contains timings for the measures you are going to implement in your travel plan. It is a useful project management tool that will allow you and Central Bedfordshire Council to keep track of the commitments you have made within your approved travel plan.

Note. You must have had your Site Synopsis approved at this stage.

1. Logged into your site from **Your Sites**
2. Click on **Action Plan**.
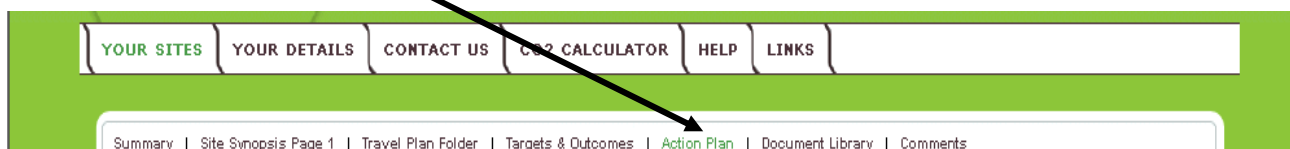
3. You can decide to select from sets of standard actions that often appear in travel plans, to save you time completing your Action Plan. You then only need to amend and add to these, rather than finding them in the system and adding them all. The measures under each option are in the table below.

Basic residential measures	Basic workplace measures	Basic visitor-based facility measures	Basic schools measures
• Travel vouchers • Travel Information Pack (Residential) • Site-specific travel information leaflet • Sustainable Travel Group • Promotions • Website information • External noticeboards • Marketing campaign • Newsletters • Travel plan coordinator • Cycle parking - residential • Motorcycle parking spaces - uncovered (marked and signed) • On-site benches • Home office space	• Website information • Travel Information Pack • Cycle parking - staff • Lockers • Showers • Car share parking spaces • Travel plan coordinator • Internal noticeboards/travel information point	**As Workplace Measures Plus:** • Motorcycle parking spaces - uncovered (marked and signed) • On-site benches • Travel information leaflet • Cycle parking - visitors • On-site walking routes	• Annual 'Hands up' Survey • Cycle parking • Website/intranet information • School cycling policy development • Submit annual travel plan report • Travel information in the school prospectus • Travel plan coordinator • Promotions

4. To add further actions, press the ADD button in the top left-hand corner of the **Action Plan** table. Choose from the list of actions already on iOnTRAVEL.

   Note. If you have something in your travel plan that is **not listed**, contact CBC and they will add it to the listings for you.

   a. **Choose a category** of action; these are usually listed by mode of travel (there is a list in the Appendix of this manual).

   b. **Enter the following details** (where requested) for each action in your approved travel plan:

- Name of Action

- Phase of Construction

- Quality or specification

- Provision (Quantities to be implemented)

- Start dates and end dates (shown as 'Service' in the Action Plan once action is entered)

- Owner (person responsible)

- Location (where applicable)

- Comments (where applicable)

- Frequency of implementation (where applicable)

An example of the layout of these fields on-screen is shown below.

Entry tool for travel plan actions:

Enter the details of the new action

Category   Residential   Change Category

Action: Electric car charging points

Now: Enter your details in the form below

Phase: General

Provision to be Implemented:

Start Date:

OR

Date as above

End Date:

OR

Date as above

Owner:

Location Description:

Please describe locations in comments

Update

> **Note.** Where there are a <u>number of actions of a similar type</u> within a phase, e.g. ranks of cycle parking in different locations, you should **add a separate action** for each and **add the location information** in Location Description and/or Comments.

- You can **comment** on or **delete** actions before you submit them:

  🗨 Leave a comment

  🗑 Remove or delete an action

- You can **add documents** (e.g. a plan of cycle parking) to help support each action using the icons on the right of the screen:

  📚 Add a document

- You can **change an action** before submitting it using the EDIT button next to the action you would like to alter.

5. The Action Plan must be approved by CBC. When you are ready to submit your **full and entire action plan** to Central Bedfordshire Council for checking against your approved travel plan, click Submit Action Plan at the top of the screen.

Note. The action plan will be locked once approved. To add any further actions, you will need to contact CBC.

Some actions appear **automatically** on your action plan - these relate to the monitoring of your travel plan and help you manage the reporting of data to Central Bedfordshire Council. You will not be able to edit these.

3.5 Entering Proposed Target Figures at the start of your travel plan

> You must enter targets for modal split over a five year period, for all phase(s) of your development.

1. Click **Targets & Outcomes** under **Your Sites**:

2. Choose which targets you wish to view and click View to see an empty table of targets for the phase (residential or commercial) selected.

- If you have **more than one set of targets** for each phase, e.g. one for visitors and one for staff, appropriate tables to fill in will also be provided automatically. If you have selected that visitor targets are relevant in your site synopsis, you will be provided with a table to input these targets automatically. This will be on the basis of the information you have provided in your site synopsis.

- If you have a **site with more than one phase**, there will be at least one table to fill in for each phase of your site. You will therefore have a number of tables to complete.

3. **Enter the targets** from your approved travel plan:

- Targets should be entered as an absolute percentage figure rather than a reduction or increase you wish to achieve. e.g. year 1 = 50% car commuting alone, year 5 = 40% car commuting alone, rather than "-10%".

   Further information about setting targets is available from: www.centralbedfordshire.gov.uk/travelling/your-travel-choices/travel-plans/travel-plans-and-guidance.aspx

4. When you have completed a table of targets, click the Update button in the corner.

   Then View any other tables of targets (and repeat steps 3 and 4).

5. The targets need to be approved by CBC. When you are ready to submit all your targets to Central Bedfordshire Council for checking against your approved travel plan, click Submit Targets at the top of the screen.

4. Using iOnTRAVEL to Project Manage your Travel Plan

Once all the planning has been done, you can use iOnTRAVEL to track the implementation of your travel plan and progress against its modal share targets.

4.1 Completing Actions

When your action plan has been approved it will be indicated at the top of the Action Plan screen.

1. Log into your travel plan site

2. Click Action Plan under Your Sites

3. You can then view the entire list of actions in your Action Plan.

4. When you have completed each action, inform Central Bedfordshire Council that this has been done:

   The indicator **for that action** will then turn orange indicating that Central Bedfordshire Council has been informed. Each action has a **traffic light** next to it, indicating

whether the action has been implemented or not, and whether or not this is overdue. You can complete an action online before it is due.

Note. There is no separate Update button that you need to use to submit the whole of the Action Plan screen; this is done as soon as you update individual actions.

There are two main methods of completing an action on iOnTRAVEL.

A. Completing 'automatically-generated' actions:

These actions require you to **do something on iOnTRAVEL**; these tend to be actions that have been automatically generated, such as inputting survey data.

- **Entering survey data** into the Targets and Outcomes
- **Entering actual dates** for the construction or occupation of the site in the Site Synopsis

Note. These actions do not have the Complete button next to them. When you have updated the relevant part of the site, the action will automatically be updated.

B. Completing 'user-added' actions:

These actions require you to use the In Place? button to let Central Bedfordshire Council know that you have completed the action. These tend to be the actions that you have **entered yourself**. Completed actions need to be approved by CBC.

Providing evidence in support of completed actions:

Action will be checked by CBC through, for example, a site inspection, photographic evidence being provided, evidence being provided by the travel

plan coordinator/manager, or comments left for that action. **You should always keep evidence to show that an action was completed, particularly for actions such as including travel information within job application packs, etc.**

2. **CBC approves or rejects** your action.

Approval of action completion

- When Central Bedfordshire Council is content that you have completed your action, CBC will confirm online and the indicator next to that action will turn green.

Rejection of action completion

- If Central Bedfordshire Council considers that you have not implemented the action as indicated, you will be emailed and comments made by CBC will be viewable by using the Comments icon next to that action. The action will turn back to red until you press In Place? to resubmit the action.

Reasons for not approving an action as complete include:
- lack of evidence provided in the documents upload area
- site visit showing that the action has not yet been fully completed as described in the action plan

4.1.1 Sorting actions

You can sort the order which actions are listed using the triangular buttons at the top of the columns in the action plan table.

▲▼ Use buttons to sort the order that actions are presented in the Action Plan.

4.1.2 Making comments

Leave a comment

Following approval of the Site Synopsis, Action Plan and Targets, SCC will be notified when you make a comment using any of the comment icons on the site. You will be notified by email when SCC responds to the comment.

Note. If you have a query related to your travel plan, it is preferable to use the commenting system built into on iOnTRAVEL first, rather than resorting to sending emails or using any other form of communication.

4.1.3 Uploading Documents as evidence

You can upload a document relating to your action as evidence. This may include technical drawings, maps or plans, detailed specifications, examples of posters or publicity, or survey data. This is done using the document **upload icon** in the Action plan.

Use the document upload icon to upload files to support the implementation of actions in your travel plan.

4.1.4 Unlocking the action plan

You can make a request to **unlock the action plan** in exceptional circumstances. Do this by clicking the padlock icon. You can only add actions, and will not be able to edit actions that are already approved. Not all of the actions in you action plan will be shown during the period in which your travel plan is unlocked because some of them must be implemented in accordance with your approved travel plan.

4.2 Entering Survey data

Adding survey data is easy on iOnTRAVEL. You can add survey data for a period of up to five years.

When your targets have been approved, this will be indicated at the top of the Targets & Outcomes screen. You will then be able to enter actual survey data year-by-year.

1. Log into your travel plan site

2. Click on **Targets and Outcomes** under **Your Sites**

3. If survey data is due, there will be an Add survey button above the column where data is due.

Note. You can check when the next set of survey data is due using the Action plan. However, the action plan only shows the next survey due date – not every survey over the whole five year period. Once a survey is entered, the action plan will automatically update itself to show the next survey due date.

4. To enter survey data, you will be sent to a new screen:

		Journeys per year	%	CO_2
Survey Method	Local Authority Questionnaire			
Number of Responses	20			
Number of Staff	30			
Response Rate	66.67			
Number of Journeys by Car (SOV)		17	94.4%	53.04
Number of Journeys by Bus (public)		1	5.6%	1.242
Number of Journeys by Bus (shuttle/private works)		0	0.0%	0
Number of Journeys by Taxi		0	0.0%	0
Number of Journeys by Car-sharing		0	0.0%	0
Number of Journeys by Cycling		0	0.0%	0
Number of Journeys by Motorised Scooter		0	0.0%	0
Number of Journeys by Motorcycle		0	0.0%	0
Number of Journeys by Bus (community/dial-a-ride)		0	0.0%	0
Number of Journeys by Train		0	0.0%	0
Number of Journeys by Walking		0	0.0%	0
Number of Journeys by Work at home		0	0.0%	0
Number of Journeys by Work without visiting usual place of work	0		0.0%	0

Before you enter your data, you need to be sure that it is in the right units and covers the modes of travel as described on the online form, above. You have a number of choices for the source of your data. We can supply you with resident/visitor/staff travel survey templates if we required, and you will need to convert your data into **NUMBER OF JOURNEYS PER YEAR** for each mode of transport.

Note. If you have more than one phase or more than one set of targets per phase, you will have more than one set of survey tables to enter. This will be shown at the top of the screen (screenshot below):

	Phase 1	Phase 2
Residents travel to work	View	
Visitors/customers/patients travel to site		View

5.You must enter the following pieces of data:

- Survey Date

- Survey Method
    i. CBC travel survey template (preferred method)
    ii. Own questionnaire
    iii. Manual count (snapshot)
    iv. Face-to-face interviews
    v. Automatic traffic count
    vi. Travel diary
    vii. Sign-in sheet
    viii. No survey
- Number of Responses
- Number of Staff – total employed (rather than total surveyed)

Note. You can add survey data file as evidence, in the Action Plan alongside the action which relates to entering survey data. Use the document upload button.

6.Enter your survey data

7.Click Save

   Note. The response rate will be worked out automatically as you press save, as will the journey percentages (modal share) and CO_2 emissions.

8. The survey data needs to be approved by CBC. When you have entered all the data you wish to submit, press Save and submit. The data will then go to CBC for approval.

   Note. The border around the numbers you have entered will turn to orange when you have submitted the survey data, to indicate that they have been submitted and are awaiting approval.

   Rejection of survey data

- If Central Bedfordshire Council considers that you have not carried out the survey or reached the target you have submitted, you will be emailed and any comments made by CBC will be viewable by using the Comments icon on the

Targets & Outcomes page. The status will turn back to <mark>red</mark> until you resubmit the targets back to CBC.

Reasons for not approving targets may be:

- lack of evidence provided in the documents upload area, e.g. survey data, examples of completed question
- information coming to light that the survey has not yet been fully completed as described in the action plan

9. **View** the data using the drop down menu at the top of the tables of targets. You can view this data as percentages, as number of journeys, in CO_2 terms, or graphically in terms of modal shares.
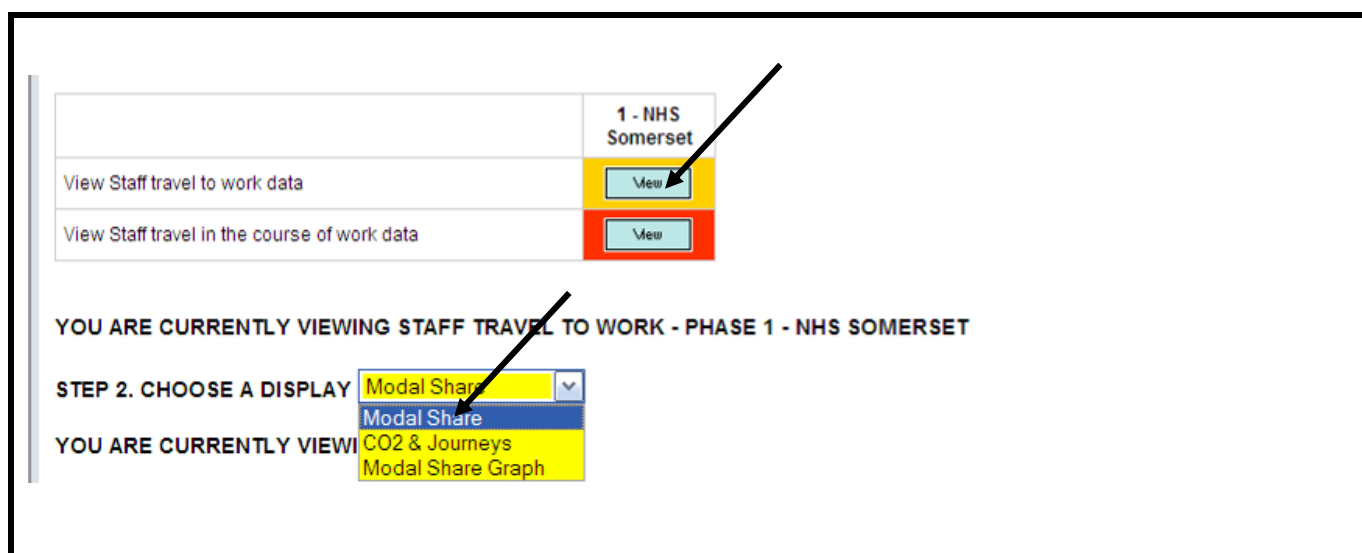
5. Searching for travel plans

At this point you must be logged-in.

1. Go to **Your Sites**

| YOUR SITES | YOUR DETAILS | CONTACT US | CO2 CALCULATOR | HELP | LINKS |

2. Use **Search For A Site** and enter as many words as you wish to search for; if you include more than one word, it will only return results that include all of those words. The fields that iOnTRAVEL will include in its search are:

    *   Site Name

    *   Other names associated with the site

    *   Address

    *   Post code

    *   Planning Application number

    *   Site Description

    *   Highway Control Officer name

    *   Site Location

    *   Former land-use of site

    *   Client company name

3. You will be presented with a list of sites. Choose from the list the site you wish to access. If you do not have access to a particular site on this list that you need to work on, you will need to request access.

5.1 Searching for travel plan documents as a member of the public

At this point you **do not** need to be logged-in.

1. Go to **Public Access**

2. Use the **Enter Search Criteria** box and enter as many words as you wish to search for; if you include more than one word, it will only return results that include <u>all</u> of those words. The fields that iOnTRAVEL will include in its search are:

   - Site Name

   - Other names associated with the site

   - Address

   - Post code

   - Planning Application number

   - Site Description

   - Highway Control Officer name

   - Site location

   - Former land-use of site

   - Client company name

4. You will be presented with a list of sites. Choose from the list the site you wish to access. You will be able to view the travel plan document for that site.

6. Automated e-minders and acknowledgements

Users of iOnTRAVEL and Central Bedfordshire Council will be notified on-screen or by email at the following times. Email notifications should come through immediately.

If a target date has been missed for adding information into iOnTRAVEL, completing actions, or adding survey data, users will be sent monthly reminder e-Minders until the relevant information has been added. CBC will be copied into all e-Minders.

Stage	User	CBC
User registers	User notified **on-screen** and **by email** when registration submitted User notified **by email** when registration is **approved** by CBC	CBC notified automatically by email when registration submitted
User requests access to a new or existing travel plan site	User notified **on-screen** and **by email** when request submitted User notified **by email** when travel plan site registration is **approved** by CBC	CBC notified automatically by email when request submitted
Site synopsis submitted	Site Synopsis Entry turns orange in Site Summary progress page User notified **by email** when site synopsis is **approved** by CBC. Site Synopsis Entered turns green in Site Summary progress page	CBC notified automatically by email when site synopsis entered
Travel plan submitted	User submits approved travel plan manually by email to CBC User confirmed **by email** from CBC upon receipt	CBC receives travel plan by email direct from client
Travel plan accepted	Client notified **by email** when CBC uploads approved travel plan document onto iOnTRAVEL. **Travel Plan Document Preparation** turns green in Site Summary progress page	CBC uploads the travel plan document online
Action plan and modal	**Actions Entered** and **Targets Entered** turn orange in Site	CBC notified automatically by email when action plan and targets

| Stage	User	CBC
share targets entered	Summary progress page	submitted
Action plan and modal share targets approved	User notified **by email** when action plan and targets **approved** by CBC, **Actions Entered** and **Targets Entered** turn green in Site Summary progress page	CBC approves the action plan and targets online
Actions reported as complete in action plan	**Actions** in Action Plan turn orange for each action that has been reported as complete in the action plan, or where survey data has been uploaded or information updated in the site synopsis (milestone dates, etc.)	CBC notified automatically by email when actions are reported as complete, or survey data or other information is added to the site synopsis
Implementation of actions verified	User notified by email when CBC approves actions as being complete and each completed **Action** in Action Plan turns green	CBC approves the actions online
Survey data entered according to action plan	**Target & Outcomes** tables have an orange outline around figures for each table of targets that have been submitted	CBC notified automatically by email when survey data submitted
Entry of targets verified	User notified by email when CBC approves survey data, and Action Plan turns green for Enter Survey Data	CBC approves the survey data online

6.1 Timescales for authorisation

2-3 days after user enters data.

Appendix 1 - **Site Synopsis Entry Fields – A Guide**

1 SOME BASIC INFORMATION ABOUT YOUR DEVELOPMENT	
Site name	This should be the overall name associated with the site, for example, Grovebury Road Surgery, Leighton Buzzard. You will have a chance to name the occupier(s) later on in the synopsis
Other names associated with site, e.g. Informal name or former occupier	This is where you should put other names that are commonly used to identify the site, for example, a site in Frome called both Gardale and Saxonvale would have the second name entered here (to help with the search function to retrieve and find sites on the system)
Address first line	First line of the address, such as building name
Address second line	Second line of the address, such as road/street name
Town/village	Third line of address, such as town name, e.g. Yeovil
Postcode	Postcode
Grid reference	You should include the six figure grid reference for your site. **Basic guide to grid references** You can find grid references on www.magic.gov.uk. This provides a ten digit grid reference. The first five figures refer to the easting along the map (horizontal axis/bottom edge), the second five figures refer to the northing along the map (vertical axis/side edge). The first two digits of each are the gridline, the third digit of each is the number of tenths along that gridline. (For site spanning a large area, you should identify the point to the south-west corner of the site.) Steps: 1. On the website's home page click on 'interactive map'. 2. Choose how to search for the general area you are looking at, for example, enter the postcode, or select Great Britain and zoom in. 3. Click the top left icon (a grid with a question mark) then click on the location (see Figure below for an example). **Note.** This map may take a few moments to load up and you should follow the instructions on the site regarding 'pop-ups'. 4. You will be provided with a six-figure 100m Grid Reference, which you should enter into iOnTRAVEL, e.g. 226 - 243

Figure. Example of Grid Reference screen from www.magic.gov.uk
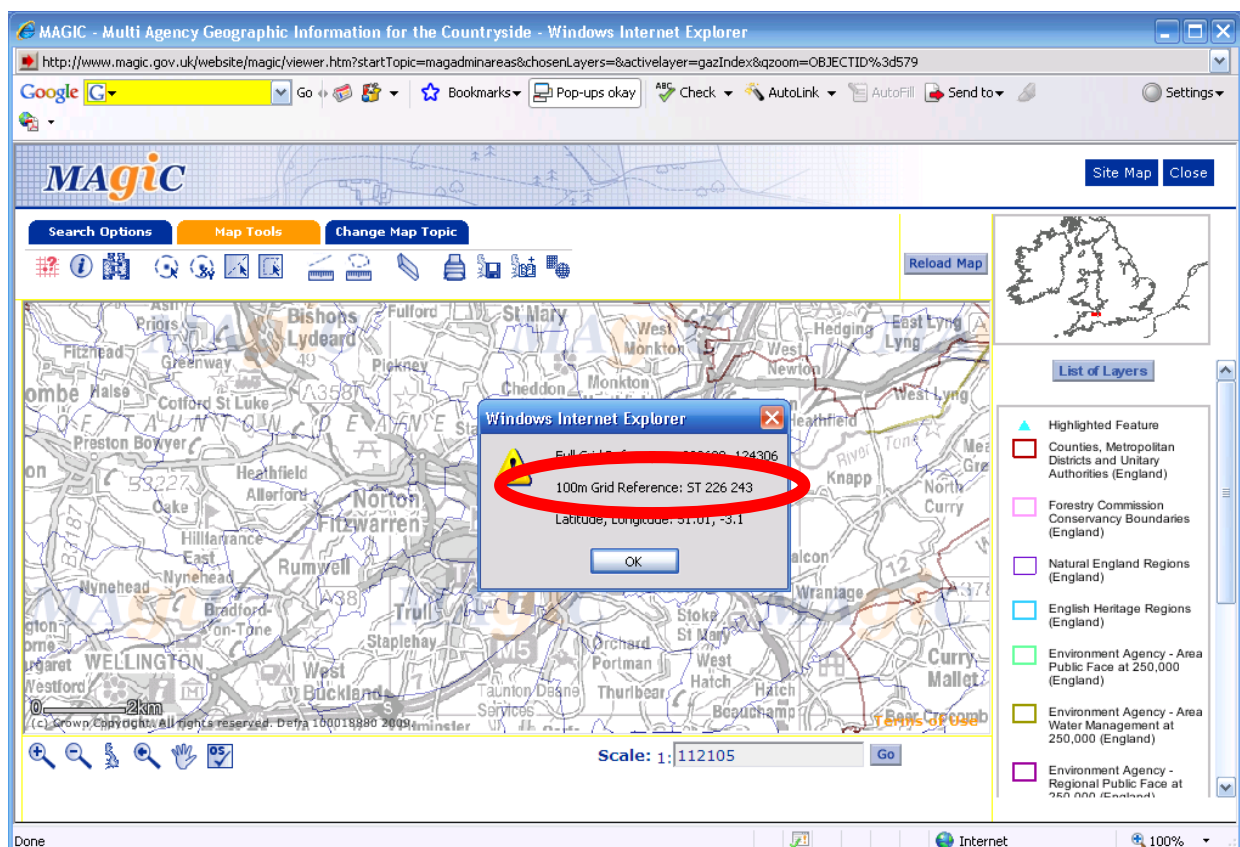
Planning application number	The is the planning application number from your planning application. You may need to fill this in at a later date if you are starting the site synopsis prior to submitting your planning application
Former or related planning application numbers	It would be helpful for us to know any previous planning application number if you have one. This applies if you have previously submitted or had approved a travel plan with another application for your site.
Planning development control case officer	This should be the planning officer in the Council that is dealing with your application. You may need to fill this in at a later date if you are starting the site synopsis prior to submitting your planning application
Highways development control case officer	This is the officer at the Council who is dealing with the highways/traffic aspects of your development. Please input their names in the text box provided.
Brief description	Here you should provide a brief description of the activities that will take place on the site (e.g Doctor's surgery) and its location (e.g 2 miles from Dunstable town centre)
Site location	Please choose from the categories provided in the drop-down menu.
Former land-use of site	This is some background so we know the former land-use of your site and whether or not it is likely that the site will be designed from a blank canvas or is already accessible. You can choose from a drop-down list

Stage in the planning process in which travel plan approval is being sought	You need to say here when you are seeking approval for your travel plan. There are four options to choose from: ● **During formal consultation on application** – i.e. after you have submitted your application to the planning authority, but before a decision is reached ● **With the signing of the planning agreement** – i.e. after your planning application has acquired consent, but before the legal agreement or s106 is signed-off ● **Post planning consent** – this will be where a travel plan is an outcome of a s106 or planning condition, rather than forming part of it and being reflected in them ● **Voluntary initiative** – for travel plans that are not related to planning permissions or development control, for example businesses looking to improve their HR policies or renewed planning travel plans that have fallen beyond their formal monitoring period If this is a standard application, you will probably be seeking approval during consultation on the planning application (having already consulted with CBC's Sustainable Transport Team at the pre-application stage). If the travel plan has been sought via a planning condition, you should select 'Post planning consent'.
What legal mechanism will be used to secure the travel plan?	This relates to the legal basis by which the travel plan has been obtained. There are two options: ● Planning condition ● S106 agreement ● Voluntary initiative For more about these, please see refer to Central Bedfordshire Council's **Travel Plan guidance** – www.centralbedfordshire.gov.uk/travelling/your-travel-choices/travel-plans/travel-plans-and-guidance.aspx Nowadays, most large applications form part of a s106 agreement and include highways elements as well as the travel plan to encourage responsible car use.

Number of phases	If your development will be delivered in phases, you should enter the correct number of phases. Phases can be defined either by <u>land-use, occupier</u>, or <u>timing of build-out</u>. **Think carefully about the number of phases you enter or contact CBC for advice.** If you do not enter enough phases, this may compromise the way iOnTRAVEL can deal with your travel plan.
2 PHASING OF DELIVERY FOR YOUR DEVELOPMENT	
Description of phase	This is so we know what type of development will occur within the phase, e.g. a housing or a business development. You can choose from a drop-down list
Is there a known name of this phase, e.g. Minehead hospital, Killams (north)	If have a name/short description which you can identify a phase by, you should add this here. A name will be more helpful than the default name, "Phase 1, 2, 3, etc.", when it comes to managing your action plan.
Phase occupier	If you know the occupier for the phase, you should provide this information here.
Estimated or actual milestone dates:	**IMPORTANT** Here you should put when you expect each phase of your development to come forward. You can alter these dates after submitting the site synopsis. If you are not sure, please put a date three months hence and you will be reminded to update the date at this time (when you may have more knowledge of your schedule). When you do know the actual date (e.g. shortly before construction or when construction actually begins) you should immediately add this information to the Actual Date column. **This information is important as the actions in your travel plan will be based on the timescales for your site being built and occupied.**
3 SIZE OF YOUR DEVELOPMENT	
Size of your development	Here, you should enter values for all the land-uses on the whole of site (across all phases in total). There is a total calculation, for each row, and a total of the Gross Floor Area (GFA) for each column. You must enter data for all relevant land-uses to ensure parking standards can be accurately predicted. The figures should therefore be the same as those in your planning application.

Number of persons on site	Here you should estimate the number people living/travelling to/from the site. You should indicate the total number of people employed, and then go on to say how many of these are actually likely to be on-site at once.

4 OPERATIONAL DETAILS AND KEY DATES	
Normal working hours	You should enter the standard opening hours for the site.
Permissable Working Hours	If there is a variation on standard opening hours, please enter here e.g some sites operate with flexi-time around their core office hours. If there is no variation, please enter your normal working hours here.
Major Shift	Some sites do working on a standard 9am-5pm basis, with workforce working on shifts. If this applies, please enter here.
Targets for modal split	You should indicate which modal split targets (i.e. predicted % car use) your travel plan has for each phase of the development. Your reporting should commence after first occupation; if you select this option, your first survey will be due 6 months after people move into your site.

Some reporting may begin before this – for example, applicants may have modal split data for existing data prepared at the time of submitting their planning application – if so, select 'Planning Decision'. Alternately, this information may be available after a planning decision has been reached and before first occupation of the site – if so, select 'Construction'. |