

## MANUAL FOR iOnTRAVEL

**SOMERSET COUNTY  
COUNCIL'S**

**BUDDY SYSTEM  
FOR TRAVEL PLANS**

**PREPARE, SUBMIT,  
MONITOR AND MANAGE**



### A Users' Guide

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

## Contents

Page

<b>Getting Started</b> .....	<b>3</b>
<b>1. Introduction to elements of the website</b> .....	<b>4</b>
<b>2. Introduction to stages of travel plan preparation, approval and operation</b> .....	<b>7</b>
2.1 Summary screen .....	8
<b>3. Preparation:</b>	
3.1 Adding a site .....	9
3.2 Completing a Site Synopsis .....	10
3.3 Uploading your travel plan .....	11
3.4 Inputting Actions.....	12
3.5 Entering Proposed Target Figures at the start of your travel plan .....	15
<b>4. Operation:</b>	
4.1 Completing Actions .....	17
4.2 Entering Survey Data .....	21
4.3 Searching for Travel Plans .....	25
4.4 Schedule of automated e-minders and acknowledgements.....	27

## Appendices

1. Site Synopsis Entry Fields .....	30
2. Schedule of Actions in iOnTRAVEL .....	35

All travel plans in Somerset are held on iOnTRAVEL, and it is a way for developers, site occupiers and SCC 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 Somerset County Council before 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

# 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](#) | [HELP](#)

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

[Summary](#) | [Site Synopsis](#) | [Travel Plan Folder](#) | [Targets & Outcomes](#) | [Action Plan](#) | [Document Library](#)

## 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 SCC (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 SCC and whether they have approved it.

The screenshot shows a progress bar with two rows. The first row is enclosed in a dashed box and contains: a green square, the text 'Preparation Status: Approved', a blue speech bubble icon, the text 'Last Modified: 01/04/2009', and a blue padlock icon. The second row contains: a red square, the text 'Operation Status: Pending, overdue', and the text 'Last Modified:'. Arrows point from the text in the list above to the green and red squares.

- 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 SCC.



= Send and read comments to/from SCC

## 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 SCC, the indicator on the relevant page on the website turns from **red** to **orange**. **SCC needs to approve certain steps.** Orange means that **SCC are dealing with the information that has been submitted and will be in touch when they have done.**
- The indicator goes **green** when SCC is satisfied that the data is accurate or concurs 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 SCC).

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

## 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

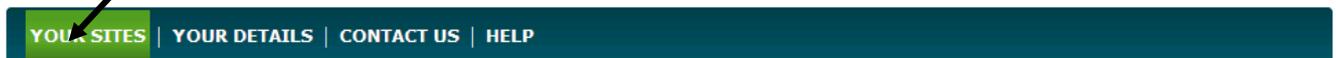
## 3. Setting up the iOnTRAVEL: Entering Data



### 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**:



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 SCC.** Your request will be logged automatically and you will be notified by email when SCC 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 SCC 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 four pages 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

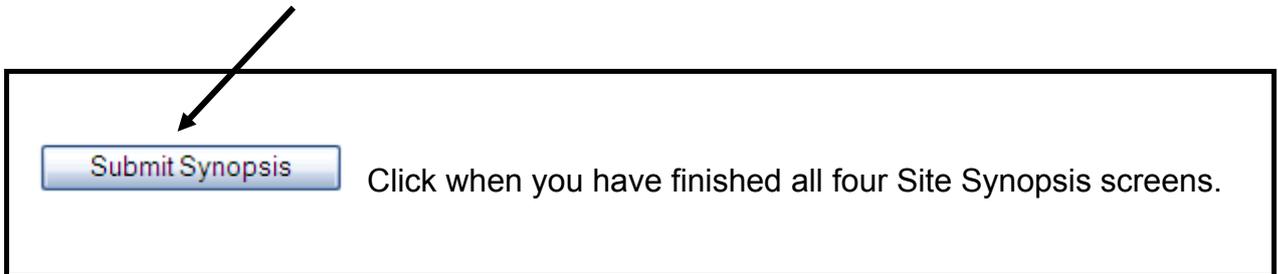


The arrow button moves you between the four Site Synopsis pages

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 lose any new data you have entered).

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



#### 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:



This will then be uploaded to iOnTRAVEL by SCC 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 Somerset County 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
<ul style="list-style-type: none"> <li>● Green travel vouchers</li> <li>● Smarter Travel Information Pack (Residential)</li> <li>● Site-specific travel information leaflet</li> <li>● Green Travel Group</li> <li>● Promotions</li> <li>● Website information</li> <li>● External noticeboards</li> <li>● Marketing campaign</li> <li>● Newsletters</li> <li>● Travel plan coordinator</li> <li>● Cycle parking - residential</li> <li>● Motorcycle parking spaces - uncovered (marked and signed)</li> <li>● On-site benches</li> <li>● Home office space</li> </ul>	<ul style="list-style-type: none"> <li>● Website information</li> <li>● Smarter Travel Information Pack</li> <li>● Cycle parking - staff</li> <li>● Lockers</li> <li>● Showers</li> <li>● Car share parking spaces</li> <li>● Travel plan coordinator</li> <li>● Internal noticeboards/travel information point</li> </ul>	<p><b>As Workplace Measures Plus:</b></p> <ul style="list-style-type: none"> <li>● Motorcycle parking spaces - uncovered (marked and signed)</li> <li>● On-site benches</li> <li>● Smarter travel information leaflet</li> <li>● Cycle parking - visitors</li> <li>● On-site walking routes</li> </ul>

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 SCC 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:

Now: Enter your details in the form below

Phase:

Provision to be Implemented:

Start Date:

OR

End Date:

OR

Owner:

Location Description:

Please describe locations in comments

**Note.** Where there are a number of actions of a similar type 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.

- The Action Plan must be approved by SCC.** When you are ready to submit your **full and entire action plan** to Somerset County 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 SCC.

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 Somerset County 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.

	Phase 1	Phase 2
Residents travel to work	<a href="#">View</a>	
Visitors/customers/patients travel to site		<a href="#">View</a>

- 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:

[http://www.movingsomersetforward.co.uk/files/uploads/MFTP/MG\\_UsingTargets.pdf](http://www.movingsomersetforward.co.uk/files/uploads/MFTP/MG_UsingTargets.pdf)

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 SCC.** When you are ready to submit all your targets to Somerset County 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

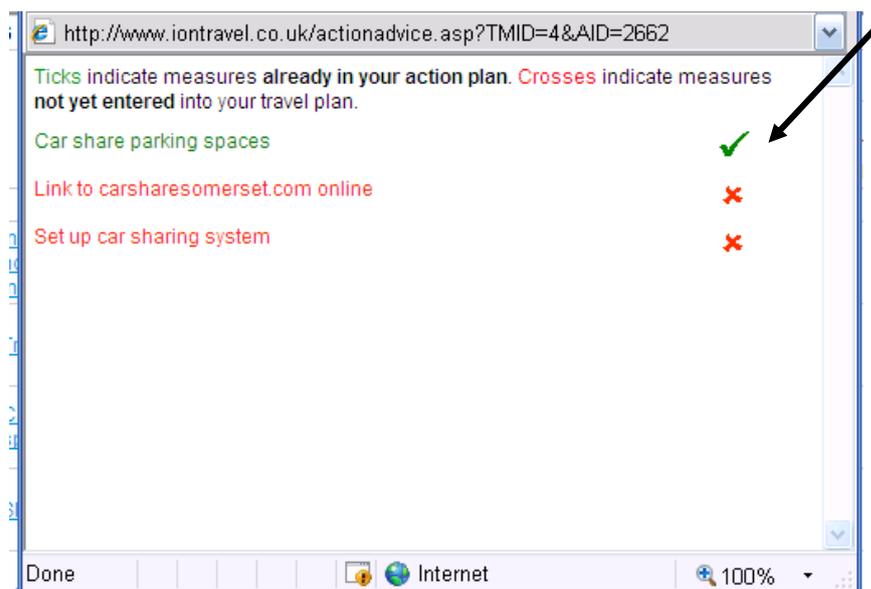
Once all the planning has been done, you can use iOnTRAVEL to track the implementation of your travel plan and progress against its modal share targets.

### 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.

**i** This symbol is displayed next to core (or very important) actions which relate to specific modes of transport. If you are missing your targets, it is a quick way to see if there are other additional actions you can add to your travel plan to bring it on track. An example for car sharing is shown below, where only parking spaces currently exist in the Action Plan. Additional recommended measures are shown as red crosses.



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

The indicator **for that action** will then turn **orange** indicating that Somerset County 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 Somerset County 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 SCC.](#)

Providing evidence in support of completed actions:

Action will be checked by SCC 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. **SCC approves or rejects** your action.

Approval of action completion

- When Somerset County Council is content that you have completed your action, SCC will confirm online and the indicator next to that action will turn **green**.

Rejection of action completion

- If Somerset County Council considers that you have not implemented the action as indicated, you will be emailed and comments made by SCC 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.



	Baseline figure	6 months	1 year	2 years	3 years	4 years	5 years
		<b>Add Survey</b>					

**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:

### ENTER YOUR DATA

Survey Date	<input type="text"/>	
Survey Method	<input type="text" value="Somerset County Council Questionnaire"/>	
Number of Responses	<input type="text"/>	
Number of Staff	<input type="text"/>	
	Number of Journeys by Car on their own	<input type="text" value="0"/>
	Number of Journeys by Public Bus	<input type="text" value="0"/>
	Number of Journeys by Shuttle Bus	<input type="text" value="0"/>
	Number of Journeys by Car w/ other person(s)	<input type="text" value="0"/>
	Number of Journeys by Cycling	<input type="text" value="0"/>
	Number of Journeys by Motorcycling (125cc and under)	<input type="text" value="0"/>
	Number of Journeys by Motorcycling (over 125cc)	<input type="text" value="0"/>
	Number of Journeys by Park & Ride	<input type="text" value="0"/>
	Number of Journeys by Park & Ride	<input type="text" value="0"/>
	Number of Journeys by Train	<input type="text" value="0"/>
	Number of Journeys by Walking	<input type="text" value="0"/>
	Number of Journeys by Work at home	<input type="text" value="0"/>
	Number of Journeys by Work off site without calling at work	<input type="text" value="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. There are excel sheets included in the Travel Plan Resource Centre (<http://www.movingforward.co.uk/new-developments/help-writing-travel-plans/targets-and-monitoring/templates>) so you can 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	<input type="button" value="View"/>	
Visitors/customers/patients travel to site		<input type="button" value="View"/>



5. You must enter the following pieces of data:

- Survey Date
- Survey Method
  - i. SCC questionnaire (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<sub>2</sub> emissions.

8. [The survey data needs to be approved by SCC.](#) When you have entered all the data you wish to submit, press [Save and submit](#). The data will then go to SCC 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 Somerset County 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 SCC will be viewable by using the Comments icon on the Targets & Outcomes page. The status will turn back to **red** until you resubmit the targets back to SCC.

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 CO2 terms, or graphically in terms of modal shares.

The screenshot shows a web interface for viewing survey data. At the top, there is a header for '1 - NHS Somerset'. Below this, there are two rows of data:

	1 - NHS Somerset
View Staff travel to work data	<input type="button" value="View"/>
View Staff travel in the course of work data	<input type="button" value="View"/>

Below the table, the text reads: 'YOU ARE CURRENTLY VIEWING STAFF TRAVEL TO WORK - PHASE 1 - NHS SOMERSET'. Underneath, there is a section titled 'STEP 2. CHOOSE A DISPLAY' with a dropdown menu. The dropdown menu is open, showing four options: 'Modal Share', 'Modal Share', 'CO2 & Journeys', and 'Modal Share Graph'. The first 'Modal Share' option is currently selected.



## 5. Searching for travel plans

At this point you must be logged-in.

1. Go to **Your Sites**



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
- District Council name
- Highway Control Officer name
- Description of situation
- 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 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
  - District Council name
  - Highway Control Officer name
  - Description of situation
  - 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 Somerset County 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. SCC will be copied into all e-Minders.

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

Stage	User	SCC
share targets entered	Summary progress page	submitted
Action plan and modal share targets approved	User notified <b>by email</b> when action plan and targets <b>approved</b> by SCC, <b>Actions Entered</b> and <b>Targets Entered</b> turn <b>green</b> in Site Summary progress page	SCC approves the action plan and targets online
Actions reported as complete in action plan	<b>Actions</b> in Action Plan turn <b>orange</b> 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.)	SCC 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 SCC approves actions as being complete and each completed <b>Action</b> in Action Plan turns <b>green</b>	SCC approves the actions online
Survey data entered according to action plan	<b>Target &amp; Outcomes</b> tables have an <b>orange outline</b> around figures for each table of targets that have been submitted	SCC notified automatically by email when survey data submitted
Entry of targets verified	User notified by email when SCC approves survey data, and Action Plan turns <b>green</b> for Enter Survey Data	SCC 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

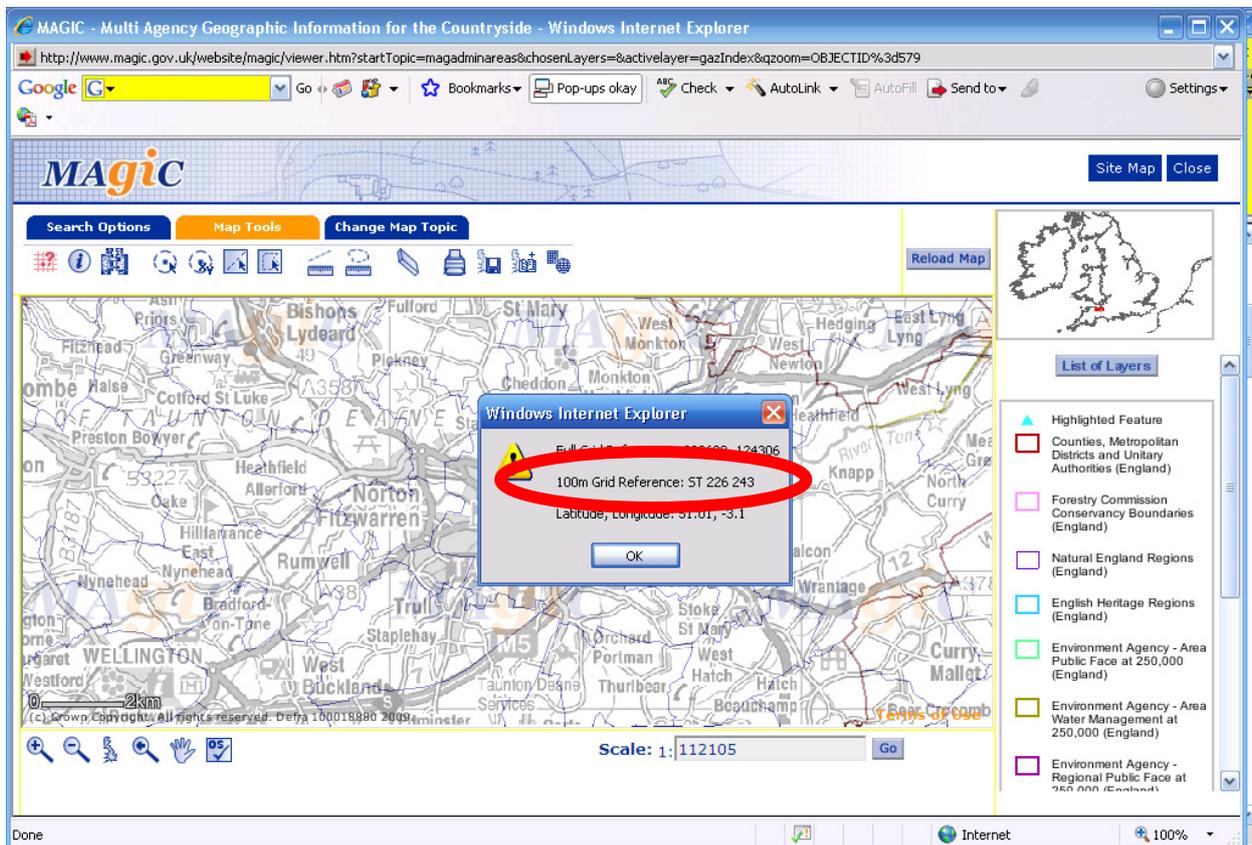
### 1 SOME BASIC INFORMATION ABOUT YOUR DEVELOPMENT

<b>Site name</b>	This should be the overall name associated with the site, for example, Bunford Park, Yeovil. You will have a chance to name the occupier(s) later on in the synopsis
<b>Other names associated with site, e.g. Informal name or former occupier</b>	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)
<b>Address first line</b>	First line of the address, such as building name
<b>Address second line</b>	Second line of the address, such as road/street name
<b>Town/village</b>	Third line of address, such as town name, e.g. Yeovil
<b>Postcode</b>	Postcode
<b>District council area</b>	District Council in which the site is based. As district Councils are the local planning authority, this will be the local Council to which you submitted your planning application. In Somerset, there are six of these. You can visit their websites via <a href="http://www.movingsomersetforward.co.uk/new-developments/getting-started">http://www.movingsomersetforward.co.uk/new-developments/getting-started</a>
<b>Grid reference</b>	<p>You should include the six figure grid reference for your site.</p> <p><b>Basic guide to grid references</b></p> <p>You can find grid references on <a href="http://www.magic.gov.uk">www.magic.gov.uk</a>. 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.)</p> <p><u>Steps:</u></p> <ol style="list-style-type: none"> <li>1. On the website's home page click on 'interactive map'.</li> <li>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.</li> <li>3. Click the top left icon (a grid with a question mark) then click on the location (see Figure below for an example). <b>Note.</b> This map may take a few moments to load up and you should follow the instructions on the</li> </ol>

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](http://www.magic.gov.uk)



<b>Planning application number</b>	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
<b>Former or related planning application numbers</b>	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.
<b>Planning development control case officer (usually district council)</b>	This should be the planning officer in the District 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
<b>Highways development control case officer (county)</b>	This is the officer at Somerset County Council who is dealing with the highways/traffic aspects of your development (this is someone in addition to SCC's travel plan coordinator). You can select from a drop-down list
<b>Is this a county</b>	If the planning application is a "Reg 3" application, mainly for schools, waste

<b>council application? (e.g. Schools)</b>	and some other public sector projects where the planning applicant is Somerset County Council, you should indicate this here.
<b>Brief details of proposed nature of activities to be taking place across the site</b>	Here you should talk about the brief nature of what will be happening on the site once it is operational, e.g. paper making factory.
<b>Description of situation</b>	This is some background so we know roughly where your site is located and how accessible it may be. You can choose from a drop-down list
<b>Former land-use of site</b>	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
<b>Stage in the planning process in which travel plan approval is being sought</b>	<p>You need to say here when you are seeking approval for your travel plan.</p> <p>There are four options to choose from:</p> <ul style="list-style-type: none"> <li>● <b>During formal consultation on application</b> – i.e. after you have submitted your application to the planning authority, but before a decision is reached</li> <li>● <b>With the signing of the planning agreement</b> – i.e. after your planning application has acquired consent, but before the legal agreement or s106 is signed-off</li> <li>● <b>Post planning consent</b> – 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</li> <li>● <b>Voluntary initiative</b> – 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</li> </ul> <p>If this is a standard application, you will probably be seeking approval during consultation on the planning application (having already consulted with SCC's travel plan coordinator at the pre-application stage). If the travel plan has been sought via a planning condition, you should select 'Post planning consent'.</p>
<b>How has the travel plan been requested?</b>	<p>This relates to the legal basis by which the travel plan has been obtained.</p> <p>There are two options:</p> <ul style="list-style-type: none"> <li>● Planning condition</li> </ul>

	<ul style="list-style-type: none"> <li>• S106 agreement</li> <li>• Voluntary initiative</li> </ul> <p>For more about these, please see the <b>Glossary</b> on the Moving Forward website - <a href="http://www.movingsomersetforward.co.uk/new-developments/further-links-and-information/glossary-terms">http://www.movingsomersetforward.co.uk/new-developments/further-links-and-information/glossary-terms</a>.</p> <p>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.</p>
<p><b>Number of phases in the development in terms of land-use (e.g. Commercial, residential, leisure) or major build-out phases</b></p>	<p>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>. <b>Think carefully about the number of phases you enter or contact SCC for advice.</b></p> <p>If you do not enter enough phases, this may compromise the way iOnTRAVEL can deal with your travel plan.</p>
<p><b>2 PHASING OF DELIVERY FOR YOUR DEVELOPMENT</b></p>	
<p><b>Description of phase</b></p>	<p>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</p>
<p><b>Is there a known name of this phase, e.g. Minehead hospital, Killams (north)</b></p>	<p>If have a name/short description which you can identify a phase by, you should add this here.</p> <p>A name will be more helpful than the default name, "Phase 1, 2, 3, etc.", when it comes to managing your action plan.</p>
<p><b>Phase occupier</b></p>	<p>If you know the occupier for the phase, you should provide this information here.</p>
<p><b>Estimated or actual milestone dates:</b></p>	<p><b>IMPORTANT</b></p> <p>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).</p> <p>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.</p>

	<b>This information is important as the actions in your travel plan will be based on the timescales for your site being built and occupied.</b>
<b>3 SIZE OF YOUR DEVELOPMENT</b>	
<b>Size of your development</b>	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.
<b>4 OPERATIONAL DETAILS AND KEY DATES</b>	
<b>Typical number of persons on-site</b>	Here you should estimate the number people living and/or working at 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.
<b>Working hours</b>	You should enter the times in which most people are likely to be leaving and entering the site. You can use the copy function for very straightforward sites, such as a small high street shop, where opening hours will be the same as working hours.  Where a site has a number of shifts, you should add the times for these shifts.
<b>Predicted and actual amount of parking</b>	Based on the size of your site, iOnTRAVEL will predict the maximum amount of car parking and the minimum amount of cycle and motorcycle parking that the development should contain. You can find more information about parking standards in Somerset at <a href="http://www.movingsomersetforward.co.uk/files/uploads/MFTP/MM_Enforce.pdf">http://www.movingsomersetforward.co.uk/files/uploads/MFTP/MM_Enforce.pdf</a>  You should then enter the actual amount of parking that your development is seeking to provide.
<b>Targets for modal split</b>	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.  For supermarkets or large visitor-based sites such as hospitals or conference centres, you should include visitor targets too. You can find out more about managing visitor travel at <a href="http://www.movingsomersetforward.co.uk/new-developments/help-writing-travel-plans/action-plans/visitor-travel">http://www.movingsomersetforward.co.uk/new-developments/help-writing-travel-plans/action-plans/visitor-travel</a>
<b>Key dates</b>	This is used to monitor the preparation of your travel plan and the input of actions and targets will be complete. Here you should enter the dates by when you will be able to complete these various tasks.

## Appendix 2. Measures on iOnTRAVEL by category

Category	Measures (essential measures are in bold)	Effect of measure	Quality drop down options	Location drop down options
Buses	<b>New bus shelter</b>	Enabling	<ul style="list-style-type: none"> <li>Road facing</li> <li>Pavement facing</li> </ul>	<ul style="list-style-type: none"> <li>On-site</li> <li>Off-site</li> </ul>
	Extra bus stop location	Enabling	<ul style="list-style-type: none"> <li>With shelter</li> <li>No shelter</li> </ul>	<ul style="list-style-type: none"> <li>On-site</li> <li>Off-site</li> </ul>
	<b>Extra seating at bus stop</b>	Enabling	<ul style="list-style-type: none"> <li>Covered</li> <li>Uncovered</li> </ul>	<ul style="list-style-type: none"> <li>On-site</li> <li>Off-site</li> </ul>
	<b>Extra information at bus stop</b>	Educating	<ul style="list-style-type: none"> <li>On pole</li> <li>In shelter</li> </ul>	<ul style="list-style-type: none"> <li>On-site</li> <li>Off-site</li> </ul>
	Extra public bus services	Enabling	<ul style="list-style-type: none"> <li>Commuter-based</li> <li>Visitor-based</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Private bus services	Exemplifying	<ul style="list-style-type: none"> <li>Free for passengers</li> <li>Passengers pay</li> </ul>	<ul style="list-style-type: none"> <li>Please give route summary in comments</li> </ul>
	<b>Bus fare discounts</b>	Encouraging	<ul style="list-style-type: none"> <li>Daily</li> <li>Period (weekly, montly)</li> <li>Daily and period</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
Car sharing	<b>On-site bus information displays</b>	Educating	<ul style="list-style-type: none"> <li>Electronic</li> <li>Paper-based</li> </ul>	<ul style="list-style-type: none"> <li>Inside</li> <li>Outside</li> </ul>
	<b>Car share parking spaces</b>	Enforcing	<ul style="list-style-type: none"> <li>Marked</li> <li>Signed</li> <li>Marked and signed</li> </ul>	<ul style="list-style-type: none"> <li>Please describe in comments</li> </ul>
	<b>Link to carsharesomerset.com online</b>	Educating	<ul style="list-style-type: none"> <li>From internet (public)</li> <li>From intranet (staff)</li> <li>From internet and intranet</li> </ul>	<ul style="list-style-type: none"> <li>Please provide links in comments</li> </ul>
Cycling	<b>Cycle parking - visitors</b>	Enforcing	<ul style="list-style-type: none"> <li>Covered Sheffield stands</li> <li>Uncovered Sheffield stands</li> </ul>	<ul style="list-style-type: none"> <li>Please describe location in comments</li> </ul>
	<b>Cycle parking - staff</b>	Enforcing	<ul style="list-style-type: none"> <li>Covered Sheffield stands</li> <li>Covered lock-protected Sheffield stands</li> <li>Uncovered Sheffield stands</li> </ul>	<ul style="list-style-type: none"> <li>Please describe location in comments</li> </ul>
	<b>Cycle parking - residential (add a new action if more than one specification)</b>	Enforcing	<ul style="list-style-type: none"> <li>Covered Sheffield stands</li> <li>Covered lock-protected Sheffield stands</li> <li>Uncovered Sheffield stands</li> </ul>	<ul style="list-style-type: none"> <li>Please describe location in comments</li> </ul>

		Hangers in garage Other type (specify in comments)	
<b>On-site route sign posting to cycle parking</b>	Educating	<ul style="list-style-type: none"> <li>From entrance Only at cycle parking itself</li> <li>From entrance and at cycle parking</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
Extra off-site route signage	Educating	<ul style="list-style-type: none"> <li>Formal highway signs</li> <li>Informal finger pointers</li> <li>Other (specify in comments)</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
<b>Showers</b>	Encouraging	<ul style="list-style-type: none"> <li>With en-suite changing room</li> <li>Without en-suite changing room</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
<b>Lockers</b>	Encouraging	<ul style="list-style-type: none"> <li>Full length</li> <li>Tiered</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
<b>Drying room</b>	Encouraging	<ul style="list-style-type: none"> <li>As part of other facility</li> <li>Dedicated room/area</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
<b>Coat hanging spaces</b>	Encouraging	<ul style="list-style-type: none"> <li>As part of other facility</li> <li>Dedicated room/area</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
<b>Discounted cycle purchasing scheme</b>	Encouraging	<ul style="list-style-type: none"> <li>Cyclescheme</li> <li>Halfords</li> <li>Boost</li> <li>Cyclesaver</li> <li>Other (specify in comments)</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
<b>Dedicated on-site cycle routes</b>	Encouraging	<ul style="list-style-type: none"> <li>On-road</li> <li>Off-road</li> <li>Mixture of on-and off-road</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
Off-site cycle routes	Enabling	<ul style="list-style-type: none"> <li>On-road</li> <li>Off-road</li> <li>Mixture of on-and off-road</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
Dedicated cycle entrances to site	Enabling	<ul style="list-style-type: none"> <li>Cycle-only</li> <li>Shared with pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
<b>Motorcycling</b>			
<b>Motorcycle parking spaces - covered</b>	Enforcing	<ul style="list-style-type: none"> <li>Ground-level anchors</li> <li>Locking rail (continuous)</li> <li>Sheffield stands</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>
Motorcycle parking spaces - covered	Enforcing	<ul style="list-style-type: none"> <li>Ground-level anchors</li> <li>Locking rail (continuous)</li> <li>Sheffield stands</li> </ul>	<ul style="list-style-type: none"> <li>Please describe locations in comments</li> </ul>

<b>Rail</b>	Train fare discounts	Encouraging	<ul style="list-style-type: none"> <li>● Daily Period (weekly, montly) Daily and period</li> </ul>	● n/a
	Train service improvements	Enabling	<ul style="list-style-type: none"> <li>● Please describe in comments</li> </ul>	● n/a
	Train station improvements	Enabling	<ul style="list-style-type: none"> <li>● Please describe in comments</li> </ul>	●
<b>Walking</b>	<b>On-site benches</b>	Encouraging	<ul style="list-style-type: none"> <li>● Please describe in comments</li> </ul>	● Please describe locations in comments
	<b>On-site route signage</b>	Educating	<ul style="list-style-type: none"> <li>● From entrance Only at cycle parking itself From entrance and at cycle parking</li> </ul>	● Please describe locations in comments
	Extra off-site route signage	Educating	<ul style="list-style-type: none"> <li>● Formal highway signs Informal finger pointers Other (specify in comments)</li> </ul>	● Please describe locations in comments
	<b>Dedicated walking entrances to site</b>	Enabling	<ul style="list-style-type: none"> <li>● Pedestrians-only Shared with cyclists</li> </ul>	● Please describe locations in comments
	<b>On-site walking routes</b>	Encouraging	<ul style="list-style-type: none"> <li>● On-road (marked) Off-road (pavements) Mixture of on-and off-road</li> </ul>	● Please describe continuity of provision in comments
	<b>Provide incentives for walkers, e.g. pedometers, umbrellas</b>	<b>Encouraging</b>	<ul style="list-style-type: none"> <li>● Free equipment Discounts Free equipment and discounts Other (specify in comments)</li> </ul>	● n/a
<b>Smarter working</b>	<b>Smarter business travel policies dossier</b>	<b>Exemplifying</b>	<ul style="list-style-type: none"> <li>● n/a</li> </ul>	● n/a
	Flexible working provision	Exemplifying	<ul style="list-style-type: none"> <li>● Flexible working hours Home working allowed Flexible hours and home working</li> </ul>	● n/a
	Laptops for staff	Encouraging	<ul style="list-style-type: none"> <li>● Personal Available for loan Personal and for loan</li> </ul>	● n/a
	Off-site IT access	Encouraging	<ul style="list-style-type: none"> <li>● Email access Remote file/shared drive access Email and file access</li> </ul>	● n/a
	Electronic meeting facilities	Encouraging	<ul style="list-style-type: none"> <li>● Teleconferencing Teleconferencing and videoconferencing</li> </ul>	<ul style="list-style-type: none"> <li>● Dedicated meeting rooms</li> <li>● No dedicated</li> </ul>

				meeting rooms
	<b>Re-structure business mileage reimbursements</b>	Exemplifying	<ul style="list-style-type: none"> <li>● Provide cycle mileage rates</li> <li>● Reduce car mileage rates</li> <li>● Cycle and car mileage rates adjustments</li> </ul>	● n/a
<b>Residential</b>	Home office space	Encouraging	<ul style="list-style-type: none"> <li>● Dedicated room</li> <li>● Wiring only</li> </ul>	● n/a
	<b>Green travel vouchers</b>	Encouraging	<ul style="list-style-type: none"> <li>● Please give amount per unit in comments</li> </ul>	● n/a
	<b>Residential information packs</b>	Educating	<ul style="list-style-type: none"> <li>● Site specific leaflet</li> <li>● Site specific leaflet and public leaflets</li> <li>● Public leaflets only</li> </ul>	● n/a
	In-home electronic travel information provision	Educating	<ul style="list-style-type: none"> <li>● Please describe in comments</li> </ul>	● n/a
	<b>Electric car charging points</b>	Encouraging	<ul style="list-style-type: none"> <li>● n/a</li> </ul>	<ul style="list-style-type: none"> <li>● Please describe locations in comments</li> </ul>
	Car club cars	Encouraging	<ul style="list-style-type: none"> <li>● n/a</li> </ul>	<ul style="list-style-type: none"> <li>● Please describe locations in comments</li> </ul>
	Personal travel planning	Educating	<ul style="list-style-type: none"> <li>● Please describe in comments</li> </ul>	● n/a
	Refridgerated drop-off points	Encouraging	<ul style="list-style-type: none"> <li>● Plese describe in comments</li> </ul>	<ul style="list-style-type: none"> <li>● Please describe locations in comments</li> </ul>
<b>General</b>	<b>Promotions</b>	Encouraging	<ul style="list-style-type: none"> <li>● Monthly</li> <li>● Yearly</li> <li>● Irregularly</li> </ul>	●
	<b>Website information</b>	Educating	<ul style="list-style-type: none"> <li>● Travel directions - all modes including Moving Forward link</li> <li>● Travel plan on website</li> <li>● Travel directions and travel plan</li> </ul>	<ul style="list-style-type: none"> <li>● Intranet</li> <li>● Internet</li> <li>● Intranet and internet</li> </ul>
	<b>Site-specific travel information leaflet (employment and visitor sites)</b>	Educating	<ul style="list-style-type: none"> <li>● Online</li> <li>● Printed</li> <li>● Online and printed</li> </ul>	<ul style="list-style-type: none"> <li>● At reception (public area)</li> <li>● Staff area</li> <li>● Public and staff area</li> </ul>
	<b>Travel plan coordinator</b>	Exemplifying	<ul style="list-style-type: none"> <li>● Full time</li> <li>● Part time</li> <li>● Informal role</li> </ul>	<ul style="list-style-type: none"> <li>● Site-wide</li> <li>● Dedicated to a particular phase/business</li> </ul>
	Pool bikes	Enabling	<ul style="list-style-type: none"> <li>● Full size bikes</li> <li>● Foldable bikes</li> </ul>	<ul style="list-style-type: none"> <li>● In car park</li> <li>● Kept indoors</li> </ul>

		Mixture of full and foldable bikes	Other location
<b>Pool cars</b>	Enabling	<ul style="list-style-type: none"> <li>● One type of vehicle</li> <li>● Mixture of vehicle sizes/types</li> </ul>	<ul style="list-style-type: none"> <li>● Kept on-site</li> <li>● Private hire when required</li> </ul>
Internal noticeboards	Educating	<ul style="list-style-type: none"> <li>● Full noticeboard</li> <li>● Shared noticeboard</li> </ul>	<ul style="list-style-type: none"> <li>● Public area</li> <li>● Staff area</li> <li>● Public and staff area</li> </ul>
External noticeboards	Educating	<ul style="list-style-type: none"> <li>● Full noticeboard</li> <li>● Shared noticeboard</li> </ul>	<ul style="list-style-type: none"> <li>● Please describe locations in comments</li> </ul>
On-site food and drink	Encouraging	<ul style="list-style-type: none"> <li>● Vending machine</li> <li>● Canteen</li> <li>● Mobile deliveries</li> <li>● Mobile deliveries and canteen or vending</li> </ul>	<ul style="list-style-type: none"> <li>● n/a</li> </ul>
Chill out zone	Encouraging	<ul style="list-style-type: none"> <li>● Dedicated non-work seating area</li> </ul>	<ul style="list-style-type: none"> <li>● Indoor</li> <li>● Outdoor</li> <li>● Indoor and outdoor</li> </ul>
Interest free loans	Encouraging	<ul style="list-style-type: none"> <li>● Cycles</li> <li>● Cars</li> <li>● Cycles and cars</li> <li>● Other (specify in comments)</li> </ul>	<ul style="list-style-type: none"> <li>● n/a</li> </ul>
Electronic travel information provision on-site	Educating	<ul style="list-style-type: none"> <li>● Screens</li> <li>● Kiosk/interactive terminal</li> </ul>	<ul style="list-style-type: none"> <li>● Indoor</li> <li>● Outdoor</li> <li>● Indoor and outdoor</li> </ul>
<b>Local recruitment/relocation packages</b>	Exemplifying	<ul style="list-style-type: none"> <li>● Local recruitment</li> <li>● Local relocation perks</li> <li>● Local recruitment and relocation policies</li> </ul>	<ul style="list-style-type: none"> <li>● Relocation favours cycling/walking distances</li> <li>● No cycling/walking distance criteria in relocation payment</li> </ul>
<b>Transport coordination group</b>	Exemplifying	<ul style="list-style-type: none"> <li>● Led by senior manager</li> <li>● Not led by senior manager</li> </ul>	<ul style="list-style-type: none"> <li>● Has dedicated budget</li> <li>● No dedicated budget</li> </ul>