

iOnTRAVEL

User's Guide

June 2013

www.iontravel.co.uk

All travel plans submitted to City of York Council as part of a planning application will be stored, monitored and managed using the iOnTRAVEL online system. This system allows City of York Council, developers, consultants and site occupiers to monitor the process of developing, approving and implementing a travel plan.

This guide is intended to help users navigate their way around and use City of York Council's monitoring tool for travel plans – iOnTRAVEL®.

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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

You will then need to develop your travel plan in line with the City of York Council travel plan guidance, relevant local and national guidance and any pre application discussions held with the Travel Plan Officer and Highways Development Management officers. Once your travel plan is agreed you will receive a formal feedback assessment form from City of York Council. You are then ready to:-

STEP 3 Enter the travel plan document onto iOnTRAVEL

STEP 4 Input a series of actions from your agreed travel plan

STEP 5 Input a series of targets to quantify changes in the use of alternative modes of transport over time

Your travel plan will not be approved until steps 1 to 5 have been completed. This requirement will be outlined in any s106 or legal agreement associated with the development.

STEP 6 Complete actions and submit survey data over the life of your plan using the iOnTRAVEL system to submit your data.

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

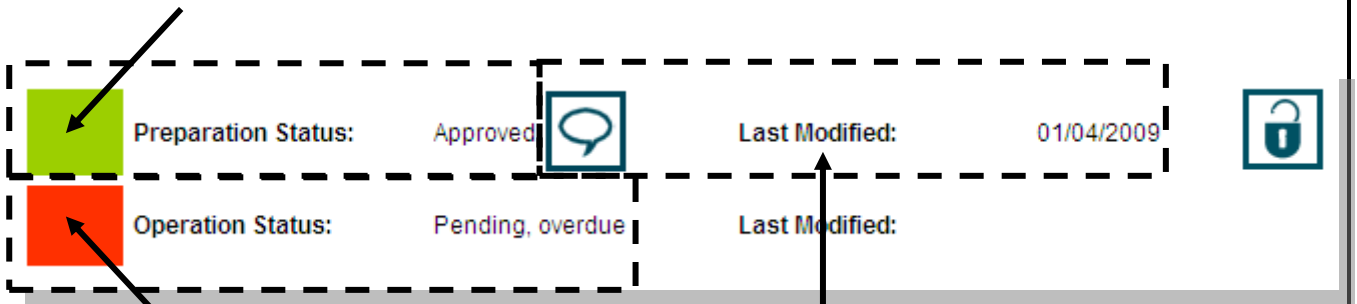
Some data is optional (*the heading next to the box to enter data into is faded to grey*). Other data is mandatory (i.e. compulsory) – you must enter the data before you submit the information to CYC (this is shown black and generally in **bold**).

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 CYC and whether they have approved it.



- 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 CYC.



= Send and read comments to/from CYC

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 CYC, the indicator on the relevant page on the website turns from **red** to **orange**. **CYC needs to approve certain steps**. Orange means that CYC are dealing with the information that has been submitted and will be in touch when they have completed it.
- The indicator goes **green** when CYC is satisfied that the data is accurate and 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 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 highlight whether the action is **overdue**, **complete** (as reported by the user) or **verified as being complete** (by CYC).

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

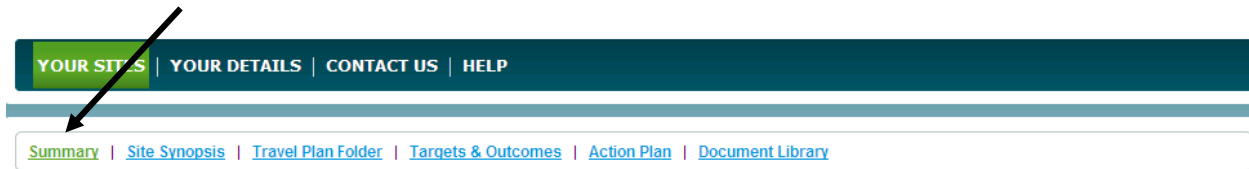
iOnTRAVEL works in a number of stages as depicted in the table below:

| Stage | Responsibility: | |
|--|--|--------------|
| | Consultant/developer/site occupier writing travel plan | CYC approval |
| 1. REGISTRATION | | |
| 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 (<i>outside of iOnTRAVEL</i>) | ✓ | |
| Travel plan agreed (<i>outside of iOnTRAVEL</i>) | ✓ | ✓ |
| 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 CYC | | ✓ |
| Survey data entered into iOnTRAVEL | ✓ | |
| Entry of survey data checked by CYC | | ✓ |

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:

- Address
- Planning application details
- Site description
- Number of phases
- Companies involved
- Key milestone dates for your development coming forward
- Progress on preparing and operating your travel plan
- Whether outcomes are on track

3. Setting up your travel plan on 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 CYC.** Your request will be logged automatically and you will be notified by email when CYC 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.

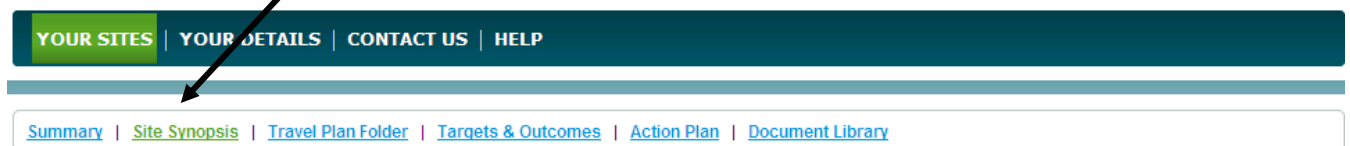
You can then access a **private area** for your travel plan, and provide details about your site and its travel management plans. This area includes a Site Synopsis (description and make up of development), Action Plan and Targets. **Only you**, any other users you have authorised to work on the site and CYC 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

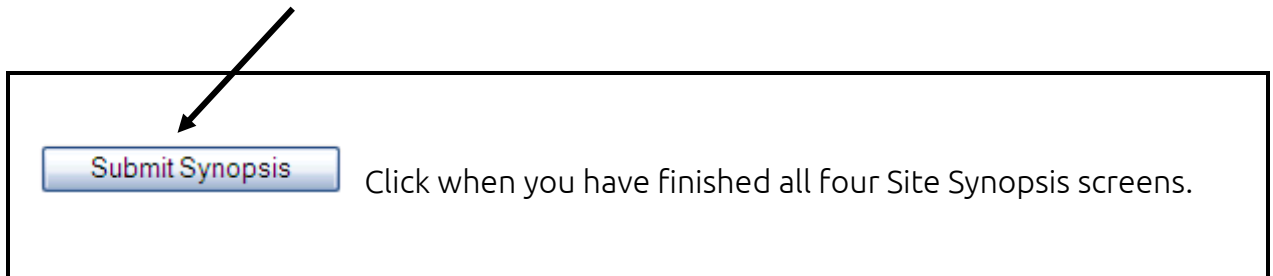


The arrow button moves you between the four Site Synopsis pages

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 CYC. When you have completed all screens, submit your entire Site Synopsis to City of York Council by clicking Submit Synopsis at the top of the screen

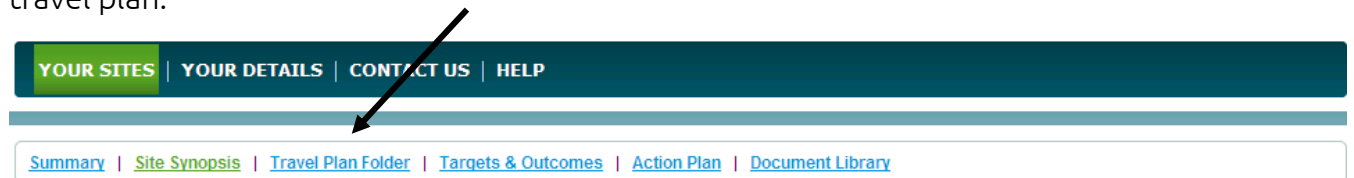


Help with site synopsis entry fields:

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 agreed travel plan:

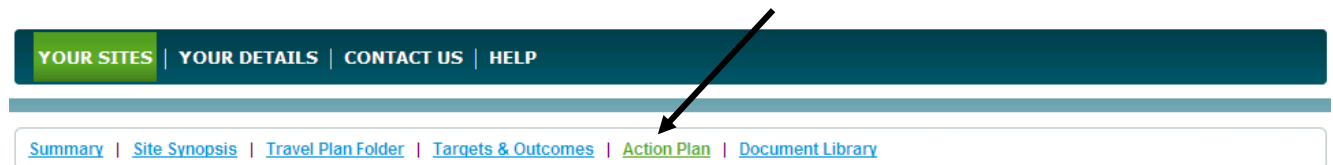


This will then be uploaded to iOnTRAVEL by CYC for public viewing.

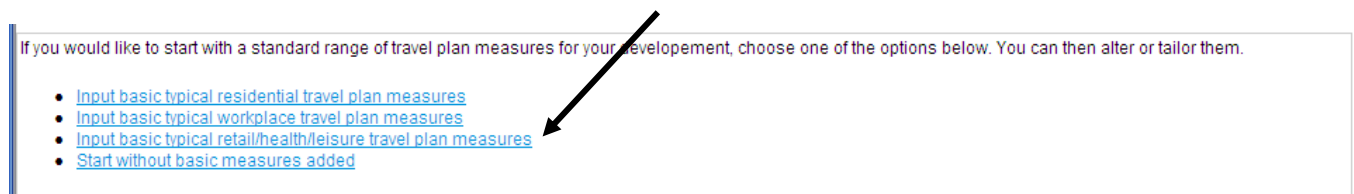
3.4 Inputting Actions

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 City of York Council to keep track of the commitments you have made within your agreed travel plan.

1. Log 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"> • Green travel vouchers • Smarter Travel Information Pack (Residential) • Site-specific travel information leaflet • Green Travel Group • Promotions • Website information • External notice boards • Marketing campaign • Newsletters • Travel plan coordinator • Cycle parking - residential • Motorcycle parking spaces - uncovered (marked and signed) • On-site benches • Home office space | <ul style="list-style-type: none"> • Website information • Smarter Travel Information Pack • Cycle parking - staff • Lockers • Showers • Car share parking spaces • Travel plan coordinator • Internal notice boards/travel information point | <p>As Workplace Measures Plus:</p> <ul style="list-style-type: none"> • Motorcycle parking spaces - uncovered (marked and signed) • On-site benches • Smarter travel information leaflet • Cycle parking - visitors • On-site walking routes |

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 CYC and they will add it to the listings for you.


- Choose a category** of action; these are usually listed by mode of travel (there is a list in Appendix 2 of this manual).
- 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.
5. **The action plan must be approved by CYC.** When you are ready to submit your **full and entire action plan** to City of York Council for checking against your approved travel plan, click **Submit Action Plan** at the top of the screen.

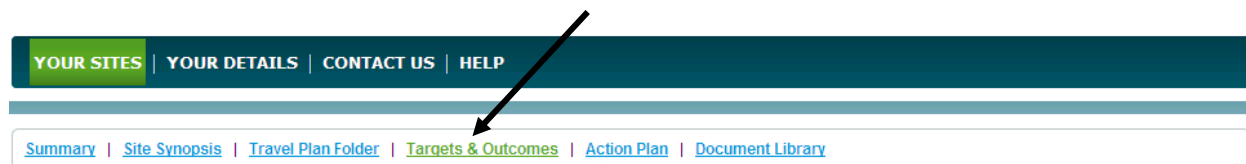
Note. The action plan will be locked once approved. To add any further actions, you will need to contact CYC.

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 City of York Council. You will not be able to edit these.

3.5 Entering proposed targets 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 | View | |
| Visitors/customers/patients travel to site | | View |

- 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 = 60% single occupancy car commuting, year 5 = 50% single occupancy car commuting, rather than "-10%".

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 CYC.** When you are ready to submit all your targets to City of York 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

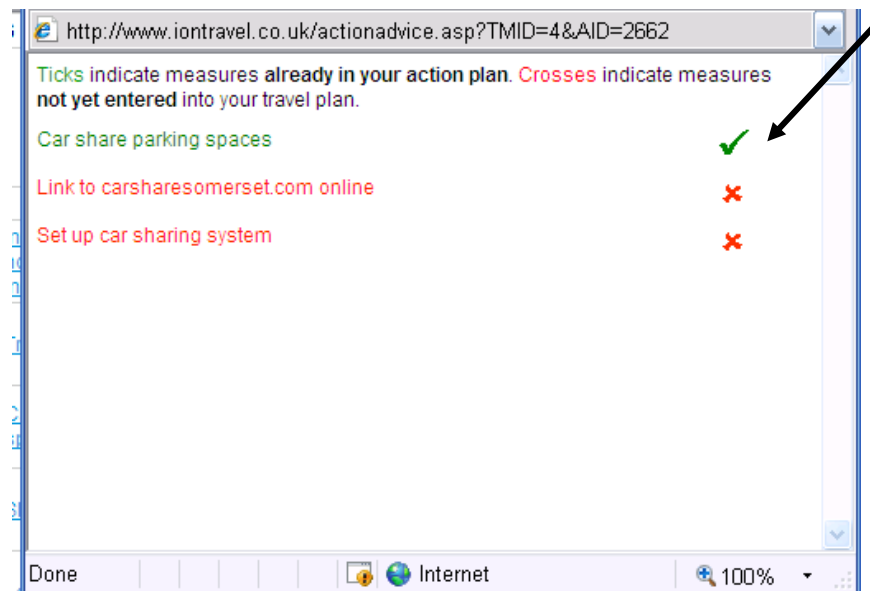
Once all the planning has been done, you can use iOnTRAVEL to track the implementation of your travel plan and progress against its modal share targets.

4.1 Completing Actions

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

- Log into your travel plan site
- Click **Action Plan** under **Your Sites**
- 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.



- When you have completed each action, inform City of York Council that this has been done:

The indicator **for that action** will then turn **orange** indicating that City of York 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 City of York 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 CYC.](#)

Providing evidence in support of completed actions:

Action will be checked by CYC 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, providing discounted public transport tickets etc.

CYC approves or rejects your action.

Approval of action completion

- When City of York Council is content that you have completed your action, CYC will confirm online and the indicator next to that action will turn **green**.

Rejection of action completion


- If City of York Council considers that you have not implemented the action as indicated, you will be emailed and comments made by CYC 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

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. |
|--|

Making comments



Leave a comment

Following approval of the Site Synopsis, Action Plan and Targets, CYC will be notified when you make a comment using any of the comment icons on the site. You will be notified by email when CYC 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 iOnTRAVEL first, rather than resorting to sending emails or using any other form of communication.

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.

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 |
| | | Add Survey | | | | | |

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 the following screen:

[Summary](#) | [Site Synopsis Page 1](#) | [Travel Plan Folder](#) | [Targets & Outcomes](#) | [Survey List](#) | [Action Plan](#) | [Document Library](#) | [Comments](#)

GENERATE SURVEY

1. CHOOSE SURVEY METHOD >

You now have a choice.

If you have already performed your own survey and have the overall figures for modal share, you can enter them directly.

Yes, I have my own figures:

Figures based on percentages: ☐

Figures based on journeys: ☐

OR

If you have not already completed your survey, you can use the iOnTRAVEL system to generate it for you

I would like to generate a survey: ☒

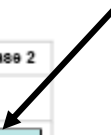
[Continue](#)

You are provided with 3 choices to upload survey data:-

- You can upload your own data which has been collected using your own surveys based on percentages ie 75% car on own, 10% car with somebody else, 6% public bus, 5% walk and 4% work at home. Finally you will need to provide an estimate of how many journeys are made per day as a result of your development. This will enable iOnTRAVEL to calculate the carbon emissions associated with travel from your site over a year;
- You can also upload you own data which has been collected using your own surveys based on journeys made per year by each mode of transport;
- Or, you can use the NOVI travel surveys which are provided through iOnTRAVEL and which will automatically update and submit the travel data for you. These surveys are available for any development to use and there is a survey available for Residential and Workplace developments.

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. CYC 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 People – total employed or total number of residents (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 and CO₂ emissions will be worked out automatically as you press save.

8. [The survey data needs to be approved by CYC.](#) When you have entered all the data you wish to submit, press [Save and submit](#). The data will then go to CYC 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.

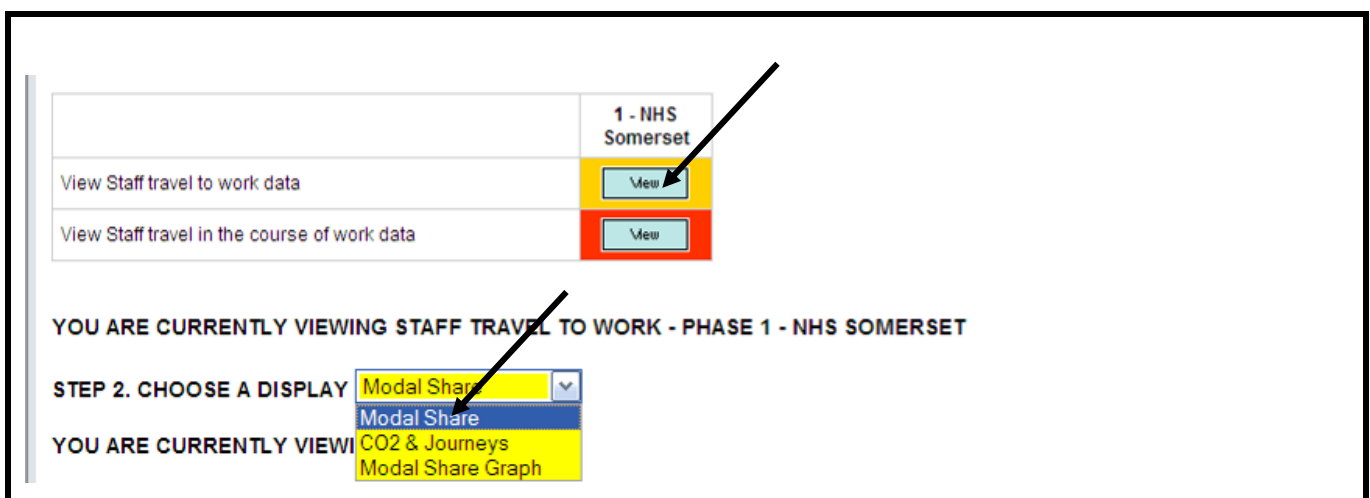
Rejection of survey data

- If City of York 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 CYC 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 CYC.

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.



4.3 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
- Highway Development Management 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.

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
 - Highway Development Management Officer name
 - Description of situation
 - Former land-use of site
 - Client company name
3. You will be presented with a list of sites. Choose the site you wish to access. You will be able to view the travel plan document for that site.

4.4 Automated e-minders and acknowledgements

Users of iOnTRAVEL and City of York 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 emails until the relevant information has been added. CYC will be copied into all reminder emails.

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

| Stage | User | CYC |
|--|--|--|
| Action plan and modal share targets entered | Actions Entered and Targets Entered turn orange in Site Summary progress page | CYC notified automatically by email when action plan and targets submitted |
| Action plan and modal share targets approved | User notified by email when action plan and targets approved by CYC, Actions Entered and Targets Entered turn green in Site Summary progress page | CYC 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.) | CYC 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 CYC approves actions as being complete and each completed Action in Action Plan turns green | CYC 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 | CYC notified automatically by email when survey data submitted |
| Entry of targets verified | User notified by email when CYC approves survey data, and Action Plan turns green for Enter Survey Data | CYC approves the survey data online |

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, York Science Park. 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 (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 village name, e.g. Dunnington |
| Postcode | Postcode |
| Grid reference | <p>You should include the six figure grid reference for your site.</p> <p>Basic guide to grid references</p> <p>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.)</p> <p><u>Steps:</u></p> <ol style="list-style-type: none"> 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 |

The screenshot shows the MAGIC website interface. At the top, there's a navigation bar with 'MAGIC - Multi Agency Geographic Information for the Countryside - Windows Internet Explorer'. Below this is a search bar with 'Google' and a 'Go' button. The main content area features a map of the UK with a highlighted feature. A Windows Internet Explorer error dialog box is overlaid on the map, displaying the message: '100m Grid Reference: ST 226 243' and 'Latitude, Longitude: 51.01, -3.1'. The map shows various locations including Bishops Cleeve, Lydney, and St. Mary. The scale bar indicates 1:112105.

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| | |
|---|--|
| 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 | <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"> ● 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 when a travel plan is an outcome of a planning condition. ● Voluntary travel plan – for travel plans that are not related to a planning application, for example, a business looking to manage their car parks more efficiency or improve their staff fitness levels by encouraging active travel to work. <p>If this is a standard application, you will most likely be seeking approval during consultation on the planning application (having already consulted with City of York Council's travel plan officer at the pre-application stage). If the travel plan has been sought via a planning condition, you should select 'Post planning consent'.</p> |
| How has the travel plan been secured? | <p>This relates to the legal basis by which the travel plan has been agreed. There are 3 options:</p> <ul style="list-style-type: none"> ● Planning condition ● S106 agreement ● Voluntary initiative <p>Most travel plans, with their ongoing commitments, will form part of a s106 agreement which will include 'hard' measures such as cycle and pedestrian infrastructure as well as 'soft' measures such as the appointment of a Travel Plan Co-ordinator.</p> |

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| Number of phases in the development in terms of land-use (e.g. Commercial, residential, leisure) or major build-out phases | <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>. Think carefully about the number of phases you enter.</p> <p>If you do not enter enough phases, this may compromise the way iOnTRAVEL can deal with your travel plan.</p> |
|--|---|

2 PHASING OF DELIVERY FOR YOUR DEVELOPMENT

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|--------------------------------------|---|
| Description of phase | This is so we know what type of development is planned in which phase. You can choose from a drop-down list. |
| Is there a known name of this phase | <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> |
| Phase occupier | If you know the occupier for the phase, you should provide this information here. |
| Estimated or actual milestone dates: | <p>IMPORTANT</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 in terms of the development build out).</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> <p>This information is important as the actions in your travel plan will be based on the timescales for your site being built and occupied.</p> |

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. |
|--------------------------|---|

4 OPERATIONAL DETAILS AND KEY DATES

| | |
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| Typical number of persons on-site | 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. |
| Working hours | You should enter the times in which most people are likely to be leaving and |

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| | <p>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.</p> <p>Where a site has a number of shifts, you should add the times for these shifts.</p> |
| Predicted and actual amount of parking | <p>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 York in the Highway Design Guide available from the council website:</p> <p>http://www.york.gov.uk/info/200274/road_building/409/road_building</p> <p>You should then enter the actual amount of parking that your development is seeking to provide.</p> |
| Targets for modal split | <p>You should indicate the modal split targets that your travel plan is proposing to deliver 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.</p> <p>For supermarkets or large visitor-based sites such as hospitals or conference centres, you should include visitor targets too.</p> |
| Key dates | <p>This is used to monitor the stages in the preparation of your travel plan and when the input of actions and targets will be complete. You should enter the dates for when you expect to complete these various tasks.</p> |

Appendix 2. Potential measures to be included in action plan

| | | |
|---------------------------------------|--|--|
| Annual or biennial TRICS surveys | General | Not applicable |
| Apply car parking charges | General | Not applicable |
| Automatic Traffic Counter | Transport Car on my own | Cars only Car and other modes Non-cars only |
| Bus Fare Discounts | Transport Public bus | Daily Period (weekly, monthly) Daily and period Other |
| Car club cars | Residential | Not applicable |
| Car Parking Management Strategy | Transport Car on my own | Not applicable |
| Car share parking spaces | Transport Car with somebody else | Marked Signed Marked and signed Other |
| Cash machine | General | Not applicable |
| Changing facilities (without showers) | Transport Bicycle | Not applicable |
| Coat hanging spaces | Transport Bicycle | As part of other facility Dedicated room/area |
| Crossing | Transport Walking | Puffin Toucan Pegasus Informal with refuge Zebra Other (please specify in comments) |
| Customer Delivery Management | General | Not applicable |
| Cycle parking - residential | Residential | Covered Sheffield stands Covered lock-protected Sheffield stands Uncovered Sheffield stands Hangers in garage Other type (specify in comments) |

| | | |
|--|----------------------|---|
| Cycle parking - staff | Transport Bicycle | Covered Sheffield stands Covered lock-protected Sheffield stands Uncovered Sheffield stands Other |
| Cycle parking - visitors | Transport Bicycle | Covered Sheffield stands Uncovered Sheffield stands Other |
| Cycle training | Transport Bicycle | Regular Ad hoc |
| Dedicated cycle entrances to site | Transport Bicycle | Cycle-only Shared with pedestrians |
| Dedicated on-site cycle routes | Transport Bicycle | On-road Off-road Mixture of on-and off-road |
| Dedicated walking entrances to site | Transport Walking | Pedestrians-only Shared with cyclists |
| Deliveries Management Strategy | General | Local sourcing of supplies Other |
| Discounted cycle purchasing scheme | Transport Bicycle | Cyclescheme Halfords Boost Cyclesaver Other (specify in comments) |
| Discounted entry for sustainable travel modes to visitor attractions | General | Not applicable |
| Distribute updated timetables and maps | General | Not applicable |
| 'Doctor Bike' Repair & Ride servicing | Transport Bicycle | Not applicable |
| Drying room | Transport Bicycle | As part of other facility Dedicated room/area |
| e-Commerce/online retail | General | Not applicable |
| Electric car charging points | Residential | Not applicable |
| Electronic meeting facilities | Smarter | Teleconferencing |

| | Working | Teleconferencing and videoconferencing |
|--|--|--|
| Electronic travel information provision on-site | General | Screens Kiosk/interactive terminal |
| Emergence Taxi Home scheme | Transport Car with somebody else | Taxi Manager lift Other |
| External notice boards | General | Full notice board Shared notice board |
| Extra bus stop location | Transport Public bus | With shelter Without shelter Other |
| Extra information at bus stop | Transport Public bus | On pole In shelter Other |
| Extra off-site route signage | Transport Walking | Formal highway signs Informal finger pointers Other (specify in comments) |
| Extra off-site route signage | Transport Bicycle | Formal highway signs Informal finger pointers Other (specify in comments) |
| Extra seating at bus stop | Transport Public bus | Covered Uncovered Other |
| Flexible working provision | Smarter Working | Flexible working hours Home working allowed Flexible hours and home working |
| Food storage facilities | General | Not applicable |
| Green travel vouchers | Residential | Not applicable |
| Hold travel events - either National or bespoke events | General | Not applicable |
| Hold travel plan launch event | General | Not applicable |
| Home office space | Residential | Dedicated room |

Wiring only

| | | |
|---|--|--|
| Implement a residential parking scheme | Residential | Not applicable |
| Implement car park rationing scheme | General | Not applicable |
| Improved public bus services | Transport Public bus | Commuter-based Visitor-based Other |
| Incentives - smarter travel | General | Prize draws Awards Prize draws and awards Other (describe in comments) |
| In-home electronic travel information provision | Residential | Not applicable |
| Interest free loans | General | Cycles Cars Cycles and cars Public transport season tickets Other (specify in comments) |
| Internal noticeboards/travel information point | General | Full noticeboard Shared noticeboard Other |
| Laptops for staff | Smarter Working | Personal Available for loan Personal and for loan |
| Link to carshareyork.com online | Transport Car with somebody else | From internet (public) From intranet (staff) From internet and intranet Other |
| Local recruitment/relocation packages | General | Relocation favours cycling/walking distances No cycling/walking distance criteria in relocation payment |
| Lockers | Transport Bicycle | Full length Tiered Tiered and full length |

| | | |
|---|--|--|
| Maintain & update visitor travel information on website | General | Not applicable |
| Marketing campaign | General | At introduction of measures Ongoing Ongoing and at introduction of measures |
| Monitor adjacent on street parking levels | General | Not applicable |
| Motorcycle parking spaces - covered (marked + signed) | Transport Motorcycle (125cc and under) | Ground-level anchors Locking rail (continuous) Sheffield stands |
| Motorcycle parking spaces - uncovered (marked and signed) | Transport Motorcycle (125cc and under) | Ground-level anchors Locking rail (continuous) Sheffield stands No locking facilities |
| New bus shelter | Transport Public bus | Road facing Pavement facing Other |
| Newsletters | General | Dedicated travel newsletter Travel articles in other briefings Other |
| Off-site cycle routes | Transport Bicycle | On-road Off-road Mixture of on-and off-road |
| Off-site IT access | Smarter Working | Email access Remote file/shared drive access Email and file access |
| Off-site walking routes | Transport Walking | On-road (marked) Off-road (pavements) Mixture of on-and off-road |
| On-site benches | Transport Walking | Not applicable |
| On-site food and drink | General | Vending machine |

Canteen
Canteen/on-site catering
Mobile deliveries
Mobile deliveries and
canteen or vending

| | | |
|---|-----------------------------------|---|
| On-site Gym | General | Not applicable |
| On-site route sign posting to bus stops | Transport Public bus | Not applicable |
| On-site route sign posting to cycle parking | Transport Bicycle | From entrance Only at cycle parking itself From entrance and at cycle parking |
| On-site route signage | Transport Walking | From entrance Only within the site From entrance and within the site |
| On-site walking routes | Transport Walking | Not applicable |
| Organise walking bus to local school | Residential | Not applicable |
| Park & Ride service | Transport Park & Ride bus | Not applicable |
| Partnership working with other employers | General | Not applicable |
| Personal travel planning | Residential | Not applicable |
| Pool bikes | Transport Bicycle | Commuting Business travel Commuting and business travel |
| Pool bikes (business use) | Smarter Working | Full size bikes Foldable bikes Mixture of full and foldable bikes |
| Pool cars | Smarter Working | One type of vehicle Mixture of vehicle sizes/types |
| Private bus services | Transport Private works bus | Free for passengers Passengers pay Other |

| Promotions | General | Monthly Yearly Irregularly One-off Other Ongoing |
|---|---|--|
| Provide dedicated coach services to visitor destinations | General | Not applicable |
| Provide dedicated parking areas | General | Not applicable |
| Provide dedicated staff bus | Transport Private works bus | Not applicable |
| Provide electric bicycle charging points | Transport Bicycle | |
| Provide free car club membership | General | Not applicable |
| Provide pick up and drop off service to local bus or rail station | General | Not applicable |
| Real Time Passenger Information bus stop displays | Transport Public bus | Electronic Paperbased Other |
| Refridgerated drop-off points | Residential | Not applicable |
| Re-structure business mileage reimbursements | Smarter Working | Provide cycle mileage rates Reduce car mileage rates Cycle and car mileage rates adjustments |
| See actions in Motorcycling (125cc and under) category | Transport Motorcycle (over 125cc) | Not applicable |
| Set up car sharing scheme | Transport Car with somebody else | Private group on Liftshare (e.g. carshareyork.com) Internally-administered system Liftshare group and internal system |
| Set up Community Interest Group (to maintain ongoing management of travel plan) | Residential | |
| Set up Residents Association (to maintain ongoing management of travel plan) | Residential | |

| | | |
|---|----------------------------|--|
| Shared/loan/pool items | General | Free equipment Discounts Free equipment and discounts Loan Other (specify in comments) |
| Showers | Transport Bicycle | With en-suite changing room Without en-suite changing room |
| Signal-controlled traffic junction | Transport Car on my own | For motorised traffic only Pedestrian crossing facilities Pedestrian and cycle crossing facilities |
| Site-specific travel information leaflet | General | Online Printed Online and printed |
| Site-specific travel information leaflet | Residential | Prospective owners only New occupiers only Prospective owners and new occupiers |
| Smarter business travel policies dossier | Smarter Working | Not applicable |
| Smarter travel hierarchy | Smarter Working | Not applicable |
| Smarter Travel Information Pack | General | For staff For visitors For staff and visitors |
| Smarter Travel Information Pack (Residential) | Residential | Site specific leaflet Site specific leaflet and public leaflets Public leaflets only |
| Taxi company discount | Transport Car on my own | Not applicable |
| Ticket sales agent | Transport Public bus | Not applicable |
| Tool kit/spares | Transport Bicycle | Tools only Spares only Tools and spares |

| | | |
|-------------------------------|----------------------|---|
| Traffic calming measures | Residential | Not applicable |
| Trailer loan | Transport Bicycle | Not applicable |
| Train fare discounts | Transport Train | Daily and period Period (weekly, monthly) Daily and period |
| Train service improvements | Transport Train | Not applicable |
| Train station improvements | Transport Train | Not applicable |
| Transport coordination group | General | Has dedicated budget No dedicated budget |
| Travel Buddy Scheme | General | Walking Cycling Walking and cycling |
| Travel plan coordinator | General | Full time Part time Informal role |
| Travel plan induction process | Smarter Working | For new staff For existing staff, e.g. during appraisals For new and existing staff |
| Travel Plan Steering Group | General | Annual meeting Six-monthly meetings Quarterly meetings Monthly meetings Other frequency (please describe in comments) |
| Website information | General | Travel directions - all modes including Moving Forward link Travel plan on website Travel directions (all modes + MSF) + TP on website |