

Central Investments Ltd

16b West Central Street

**Interim Workplace Travel
Plan
November 2009**

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1. BACKGROUND

This Travel Plan has been prepared as part of the proposal for a new office development at 16b West Central Street.

2. SITE DESCRIPTION

2.1. Location

The site is located within a block of buildings fronting New Oxford Street and is equidistant between Holborn and Tottenham Court Road underground stations. The site is part of a block that is bounded to the north by New Oxford Street. Museum Street borders the east of the site and West Central Street runs along the edge of the site on the south and west sides. The site location is shown in Figure 2-1.

The proposed development will integrate the existing uses of the site, whilst increasing the residential and office space provided. The amount of floor space for A1, A2, A3 and nightclub use will be reduced. The total floor space of the site will increase by 2,154m² to allow for the development of additional and much improved office space.

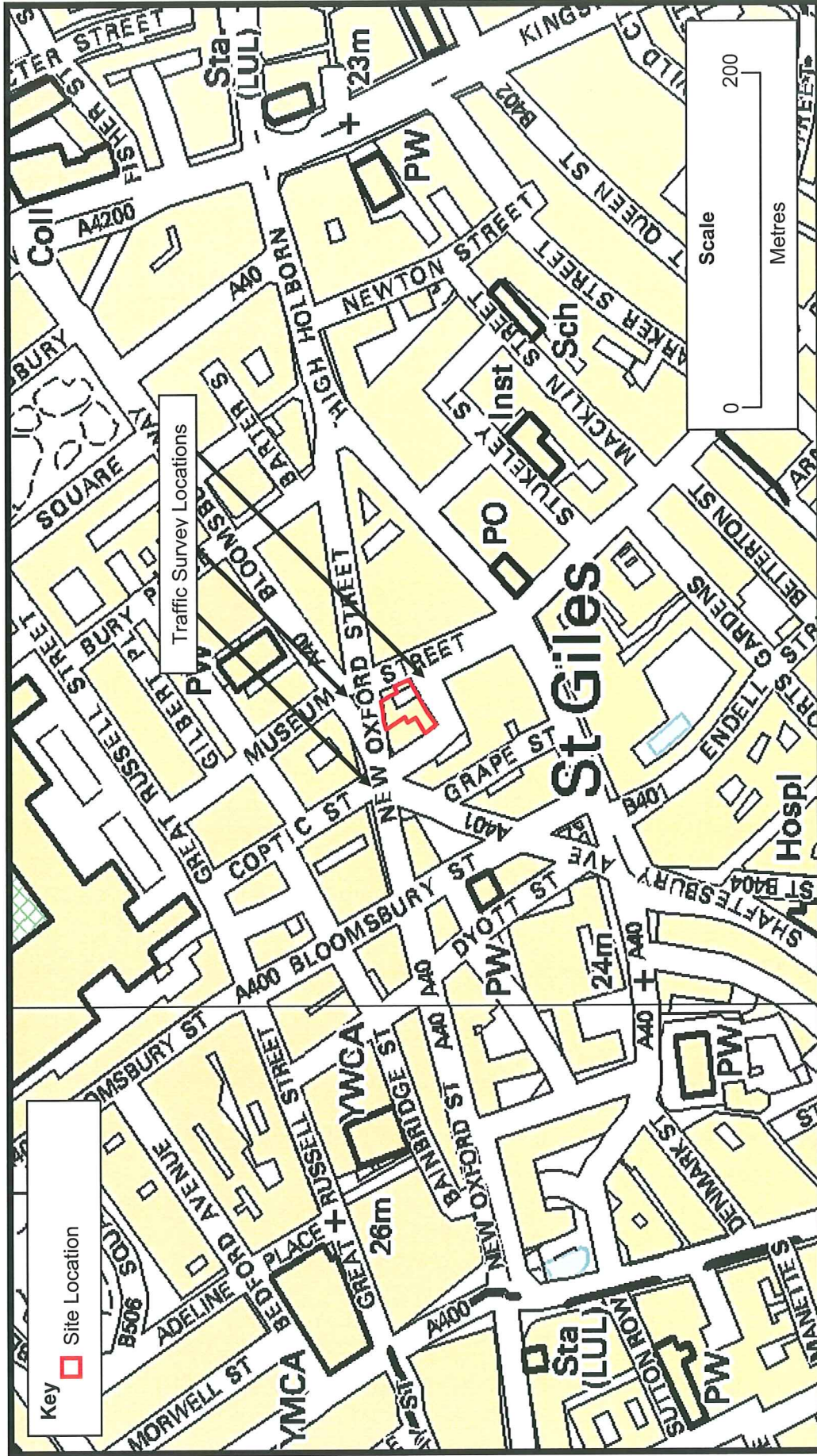


Figure 2.1: Site Location Plan

3. POLICY CONTEXT

National transportation policy is set out in the Government White Paper **A New deal for Transport – Better for everyone** and Planning Policy Guidance 13 (PPG13). Local transportation policy is contained in the London Plan and the City of London's Unitary Development Plan (UDP) 2002.

3.1. Central Government Policy

A New deal for Transport sets out a framework for change. It is a long term strategy to deliver sustainable transport. In the White Paper, the Government recognises that the way we travel is making us a less healthy nation. Coronary heart disease is the biggest killer of adults in this country. Part of the blame is that we drive too much when we could walk or cycle. More exercise would help to reach the proposed target for reducing coronary heart disease and strokes in England.

Concerns regarding climate change are set out in the White Paper in the following terms. Climate change is one of the greatest environmental threats facing the world today. Globally, the balance of evidence now points to a discernible human influence on the earth's climate through the emission of greenhouse gases. In the UK, transport's share of carbon dioxide (CO₂) emissions, the main greenhouse gas, has grown from around one tonne in eight in 1970 to more than one tonne in four in 1995, and is set to grow still further. Road vehicles produce four-fifths.

As we use cars more, we have made less use of public transport. Buses and trains can have distinct environmental advantages as highlighted by the Royal Commission on Environmental Pollution. They require less road space per seat than cars and usually emit less CO₂ per occupant. Emissions of CO₂ and most other pollutants are lower per tonne-kilometre for rail freight than road freight and emissions of CO₂ and most other pollutants are generally lower per passenger-kilometre for rail than for road. The White Paper states that,

We look to business to ensure that it makes the most effective use of transport in a way that supports sustainable development. This means reducing the impact on the environment and reducing congestion.

PPG13 was published in 2001. The objectives of the guidance were to integrate planning and transport at the national, regional, strategic and local level to:

- promote more sustainable transport choices for both people and for moving freight;
- promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling, and
- reduce the need to travel, especially by car.

With regard to the introduction of Travel Plans the document gave the following advice,

87. The Government wants to help raise awareness of the impacts of travel decisions and promote the widespread use of travel plans amongst businesses, schools, hospitals and other organisations. Local authorities are expected to consider setting local targets for the adoption of travel plans by local businesses and other organisations and to set an example by adopting their own plans.

88. There is no standard format or content for travel plans, and they may have a variety of names (such as green transport plans, company travel plans and school travel plans). However, their relevance to planning lies in the delivery of sustainable transport objectives, including:

- *reductions in car usage (particularly single occupancy journeys) and increased use of public transport, walking and cycling;*
- *reduced traffic speeds and improved road safety and personal security particularly for pedestrians and cyclists; and*
- *more environmentally friendly delivery and freight movements, including home delivery services.*

3.2. Local Government Policy

The London Plan sets out the strategic framework for spatial planning in London. The Plan has been developed around six objectives of which the fifth is,

Objective 5: To improve London's accessibility

A number of key policy directions for achieving these objectives are identified and those that are relevant to this proposed development are,

- provide the spatial framework for the development of London's transport system and ensure that development supports the Mayor's Transport Strategy
- improve and expand London's public transport through increased and phased investment in services and infrastructure and secure the early completion of Crossrail
- strengthen measures to reduce CO₂ emissions and the negative impacts of transport on air quality
- reduce the need to travel especially by car, and the growth of journey lengths
- integrate development with public transport to ensure that there is a proper fit between development and the capacity of the public transport network to service it over the period on the plan, taking appropriate opportunities to intensify the use of land where current or future transport capacity allows and to connect Londoners to employment opportunities
- further develop transport improvement plans for all areas of London
- continue to tackle congestion through levels of restraint of car use appropriate to different parts of London and the provision of alternatives, including the improvement of access on foot and cycling and better and safer facilities for pedestrians and cyclists
- improve the sustainable movement of freight within and around London, making more use of water and rail
- increase safety and security on the transport system.

There are a number of policies in the London plan that seek to support Objective 5, in particular Policy 3C.2 **Matching development to transport capacity**,

The Mayor and boroughs should consider proposals for development in terms of existing transport capacity, both at a corridor and local level. Where existing transport capacity is not sufficient to allow for travel generated by proposed developments, and no firm plans exist for a sufficient increase in capacity to cater for this, boroughs should ensure that development proposals are appropriately phased until it is known these requirements can be met.

Boroughs should take a strategic lead in exploiting opportunities for development in areas where appropriate transport accessibility and capacity exists or is being introduced. The cumulative impacts of development on transport requirements should be taken into account. Boroughs should also facilitate opportunities to integrate major transport proposals with development in a way that supports the London Plan's priorities.

Developments with significant transport implications should include a Transport Assessment and Travel Plan as part of planning applications. Developers and planning authorities should refer to TfL's guidance on Transport Assessments. All developments that exceed thresholds defined in TfL guidance on Workplace Travel Planning and Residential Travel Planning should have a Travel Plan.

In 2001 The Mayor's Transport Strategy was published, with amendments in 2004 to include a policy framework within which proposals for a western extension to the congestion charge zone could be taken forward and 2006 that allowed for the implementation of a Low Emission Zone (LEZ) to cover Greater London.

The most relevant policy for new developments and redevelopment of sites is Policy 3.7,

In exercising his functions in relation to planning applications, draft Unitary Development Plans and other land use matters the Mayor will give due weight to the matters listed below. The London boroughs should also give due weight to these matters in exercising their functions in relation to planning applications and development plans, where appropriate:

- that development should be planned and located with the aim of providing a range of attractive and convenient travel choices, and encouraging alternatives to car use, in accordance with Planning Policy Guidance Note 13 (PPG13); in particular, new high density trip generating development should be located in areas that are, or will be made, accessible by public transport, taking account of public transport capacity;*
- the management of parking; in the interim, until the London Plan (Spatial Development Strategy) is finalised, the London boroughs should have regard to the standards for employment generating uses (A2/B1) as set out in London Planning Guidance (RPG3), and modified by Regional Planning Guidance for the South East (RPG9). The London boroughs should also have regard to the parking standards for residential dwellings set out in the Government's Planning Policy Guidance Note 3: Housing (PPG3), the former London Planning Advisory Committee's policies for sustainable residential quality and the possibility of applying stricter standards;*
- the need to support and enhance the role of London's town centres by providing sustainable access through land-use planning, development and transport policies, in accordance with Planning Policy Guidance Note 6 (PPG6);*
- the provision of developer contributions for transport measures where appropriate and reasonably related to the development proposal;*
- the provision of transport assessments for major new trip generating development proposals – these should include information about how travel behaviour will be influenced by the proposed development, and*

*how public transport, walking and cycling will be encouraged.
Workplace travel plans should be produced where appropriate.*

The Replacement Unitary Development Plan (UDP), which sets out the planning policies within The London Borough of Camden (LBC), was adopted in June 2006, replacing the 2000 UDP as the statutory development plan for the borough. Following the introduction of the Planning and Compulsory Purchase Act in 2004, all local authorities are required to produce a Local Development Framework (LDF), which consists of a number of documents that provide the framework for delivering the authority's planning strategy.

As the first stage in this process LBC produced a Local Development Scheme (LDS), which sets out the documents to be produced as part of the LDF, and the timescales for their adoption. The **Core Strategy – Issues and Options** paper was put out to consultation in 2007 and this was followed in late 2008 by the **Core Strategy Preferred Approach**. The Council will be publishing the submission draft version of its Core Strategy and Development Policies documents in October 2009.

The LDS states that in 2007, initial preparation of the Core Strategy for the borough will begin, with a view to the adoption of the document by LBC in 2010. Until this time, the Replacement UDP will provide the spatial strategy for the borough. According to the Council's website, a revised version of the LDS is presently with the Mayor of London awaiting approval.

Policy T1 of the UDP states that LBC will only grant planning permission for developments that encourage travel by sustainable modes of travel. To ensure that the impact of development is demonstrated and mitigated where appropriate, transport assessments and travel plans have to be provided alongside planning applications. Sustainable transport is especially sought after in LBC as the Borough is part of the Central London Area that has been designated a Clear Zone Region. Clear Zones prioritise walking, cycling and public transport, together with green servicing methods and car free lifestyles and aim to reduce the impact of traffic in Central London.

Policies T2, T3 and T4 of the UDP aim to ensure that developments that occur in LBC consider the effects that the development will impose on the capacity of transport provision. Planning applications should outline plans to rectify these problems and put them in place before occupation of the development commences. Policy T2 considers transport provision in general and that additional capacity and/or demand management measure should be put in place to assist with the additional journey that will be created by new development.

Policy T3 considers that new developments should provide satisfactory provision for pedestrian and cyclists by creating safe and attractive routes to and from the development and consider accessibility for all users of the development including disabled and elderly people. Policy T4 aims to ensure that satisfactory public transport provision is in place and states that the Council will use planning condition and planning obligations to ensure that, where planning permission is granted, the development will provide the public transport need it generates if they cannot be met by existing or planned transport provision.

Local Implementation Plan

The Local Implementation Plan (LIP) is put in place to support the Mayor's Transport Strategy for London set out in the London Plan. The LIP is a five year plan that will continue until 2011. A draft version of the Plan was subject to public consultation in October 2005. The final version of the Plan was agreed upon and subsequently approved by the Mayor of London in March 2006.

The core aims of the LIP are to maintain and improve accessibility to the transport system for everyone, improve road safety, alongside developing walking, cycling and public transport as viable and safe alternatives to the private car. Other aims of the LIP include, to maintain and improve the efficient movement of all traffic, including pedestrians, but also to reduce the need for travel through greater awareness and use of local services and facilities. Maintenance and investment into public transport and the transport infrastructure is also part of the LIP

Camden's Green Transport Strategy

Camden's Green Transport Strategy was first developed in 1997 and plays a key role in helping to achieve traffic reduction and air quality targets alongside trying to improve overall quality of life. A second strategy was developed and put in place between 2001 and 2005. LBC are currently undergoing another review of the Green Transport Strategy to implement in the borough until 2012.

Within the Green Transport Strategy are the Camden Cycling Plan and Camden Walking Plan. The Cycling Plan sets out the strategy for encouraging cycling within the borough and establishes targets to measure progress in meeting the objectives of the strategy. The aim of the Council is to create a safer street environment and provide improvements for cyclists on the road network. A review of the Cycling Plan is published every two years and details the progress made to improve conditions for cyclists.

The Second Edition of the Camden Walking Plan was published in 2006 and aims to encourage walking as a mode of travel and sets out a series of practical actions being taken by the Council including; improving pavement surfaces, pedestrian signage and new pedestrian crossings. LBC also has a number of road safety project aimed at making the street safer for pedestrians and cyclists.

4. LOCAL PUBLIC TRANSPORT SERVICES

4.1. Introduction

URS has calculated the Public Transport Accessibility Levels (PTAL) rating of the proposed development site. A PTAL is a detailed measure of the accessibility of a point to the public transport network, taking into account walk access time and service availability. The method is essentially a way of measuring the density of the public transport network at a particular point. The PTAL is categorized in 6 levels, 1 to 6 where 6 represents a high level of accessibility and 1 a low level of accessibility. Levels 1 and 6 have been further sub-divided into 2 sub-levels to provide greater clarity.

The PTAL rating of the site has been calculated as 6b. A rating of 6b is the highest rating that can be achieved and is a reflection of the excellent public transport facilities within close proximity. The PTAL calculation is included within Appendix A of this TA.

It is therefore considered that the site is a suitable location for employment and residential development as it is ideally located to allow a significant proportion of all journeys to be undertaken by non-car modes of travel.

4.2. London Underground

The site is well served by London Underground services. Holborn Station is located approximately 375 metres from the site and Tottenham Court Road Station is located approximately 390 metres from the site.

Holborn Station provides Central and Piccadilly Line services whilst Tottenham Court Road Station provides both Central and Northern Line (Charing Cross Branch) services. These Underground lines offer connections to destinations including King's Cross St Pancras, Piccadilly Circus, Liverpool Street Bank, Charing Cross and Waterloo. Interchange opportunities are provided with other Underground lines at the following stations:

- Oxford Circus (Central Line) - Victoria Line
- Bank (Central Line) - Northern Line (Bank Branch), Waterloo and City Line, DLR
- King's Cross St Pancras (Piccadilly Line) - Circle Line, Metropolitan Line, Hammersmith & City Line, Victoria Line.
- Green Park (Piccadilly Line)- Victoria Line, Jubilee Line
- Notting Hill Gate (Central Line) - Circle Line, District Line

The peak period frequencies of trains on these three lines is set out in Table 4.1 below.

Table 4.1: London Underground Train Frequencies

Period	Central		Piccadilly		Northern	
	Eastb'd	Westb'd	Eastb'd	Westb'd	Southb'd	Northb'd
07:00-08:00	21	27	21	24	17	19
08:00-09:00	28	29	23	24	20	20
09:00-10:00	27	27	25	24	17	19
16:00-17:00	26	27	23	23	18	17
17:00-18:00	30	27	24	24	20	20
18:00-19:00	27	26	24	24	19	18

Details of the routes and the frequency of the services through the day and at weekends are included in Appendix A

4.3. London Buses

The site is currently well served by buses, with 26 services stopping within 600 metres of the site. The bus routes outlined in Table 4.2 overleaf utilise the two bus stops located closest to the site, on New Oxford Street and Bloomsbury Way. These bus stops are located within approximately 100 metres of the site. The coverage of these routes, and their scheduled frequency, are summarised in the following table.

More information on the routes followed by all of the services and the location of convenient bus stops is presented on the TfL spider maps for Holborn station and Tottenham Court Road that are attached as Appendix B.

4.4. Pedestrian Facilities

When considering the distance over which walking is an effective mode of transport, PPG13 states that,

Walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under 2 kilometres.

. Table 4.2: Bus Routes in Vicinity of Site

Service	Route	Frequency					
		07:00	08:00	09:00	16:00	17:00	18:00
1	Tottenham Court Road- Waterloo- Elephant and Castle- Bermondsey- Canada Water	6	8	8	8	7	8
8	Canada Water- Bermondsey- Elephant and Castle- Waterloo- Tottenham Court Road	7	9	9	7	8	8
	Oxford Circus- Tottenham Court Road- Holborn- Bethnal Green- Bow Church	10	10	10	10	10	10
	Bow Church- Bethnal Green- Holborn- Tottenham Court Road- Oxford Circus	8	10	11	10	10	10
19	Battersea Bridge- Piccadilly Circus- Tottenham Court Road- Islington- Highbury- Finsbury Park	10	10	9	8	9	9
	Finsbury Park- Highbury- Islington- Tottenham Court Road- Piccadilly Circus- Battersea Bridge	11	10	10	9	9	9
25	Oxford Circus- Tottenham Court Road- Holborn- Bank- Aldgate- Stratford- Ilford Town Centre	11	12	11	11	11	12
	Ilford Town Centre- Stratford- Aldgate- Bank- Holborn- Tottenham Court Road- Oxford Circus	12	12	12	11	11	12
38	Victoria- Piccadilly Circus- Tottenham Court Road- Islington- Dalston Junction- Clapton	10	18	17	17	18	18
	Clapton- Dalston Junction- Islington- Tottenham Court Road- Piccadilly Circus- Victoria	19	20	17	18	18	17
55	Oxford Circus- Tottenham Court Road- Clerkenwell- Old Street- Hackney- Leyton	9	9	9	9	9	10
	Leyton- Hackney- Old Street- Clerkenwell- Tottenham Court Road- Oxford Circus	9	9	10	9	9	9
171	Holborn Station- Waterloo- Elephant and Castle- Camberwell Green- Peckham- Catford	9	7	8	8	7	8
	Catford- Peckham- Camberwell Green- Elephant and Castle- Waterloo- Holborn Station	6	8	8	8	7	8
242	Tottenham Court Road- Holborn- Liverpool Street- Shoreditch- Hackney- Homerton Hospital	8	10	11	10	10	10
	Homerton Hospital- Hackney- Shoreditch- Liverpool Street- Holborn- Tottenham Court Road	9	10	11	10	10	10

Furthermore the Institution of Highways and Transportation reports in its publication Guidelines for Providing for Journeys on Foot (2000) that,

Approximately 80% of walk journeys and walk stages in urban areas are less than one mile. The average length of a walk journey is one kilometre

(0.6 miles). This differs little by age or sex and has remained constant since 1975/76. However this varies according to location. Average walking distances are greatest in Inner London.

The site is situated in a location where walking is a convenient mode of travel for people travelling to and from a variety of Central London localities. There is an extensive network of footways that enhance the accessibility of the site by providing direct and safe routes, both of which are important factors in encouraging walk trips.

The adjacent road network contains a fully integrated network of footways that combine to provide convenient and safe links with local facilities and services in the immediate area. To assist pedestrian movements, there are several crossing points, including signal controlled crossing points on Bloomsbury Way and High Holborn. There are also signalised junctions at either end of New Oxford Street and at various side roads along New Oxford Street that have a provision for pedestrians crossing.

In addition to the pedestrian provision at the signalised junction at the western end of New Oxford Street there is also a subway, which provides pedestrians with safe passage under Tottenham Court Road to the Underground station.

Focusing upon the accessibility of the proposed development in relation to local services and facilities, Table 4.3 below shows the distance to a number of facilities and services in the local area around the site. The distance is measured from the proposed access points to each section of the development.

To aid pedestrian movement there are also signed pedestrian routes to localities and local facilities. For example the route to the local sports centre is sign posted for pedestrians.

Table 4.3: Distance to Local Facilities

Local Facility	Approximate Distance (metres)	
	West Central Street	New Oxford Street
Westbound Bus Stop (SA)	80	15
Eastbound Bus Stop (WB)	130	90
Sports Centre	240	270
Sainsbury's Local	370	330
Holborn Underground Station	400	370
Tottenham Court Road Underground Station	400	390

4.5. Cycle Facilities

Cycling is an important mode of travel at the local level and is identified in PPG13 as having the potential to replace short car trips, especially those under five kilometres. Home to work trips are a particular target for local authorities seeking to encourage cycling as an alternative to car travel. The local highway network contains links to the London Cycle Network (LCN) and also has signed cycle paths.

In the vicinity of the site the London Cycle Network (LCN) runs east along New Oxford Street to the junction with Tottenham Court Road and Charing Cross Road where the LCN route travels north along Tottenham Court Road towards Camden and south along Charing Cross Road towards Westminster. From Bloomsbury Way the cycle network travels east towards Farringdon and travels north along Bury Place towards Camden. The LCN is also routed off High Holborn along Newton Street. At this junction only cycles are permitted to turn right onto Newton Street. Travelling along this route takes cyclists in the direction of Covent Garden and Waterloo.

There are additional signed cycle routes in the vicinity of the site that are not included in the LCN and TfL also highlights alternative cycle routes on quieter roads on the LCN mapping service.

The majority of the cycle network near the site requires cyclists to travel on the road. However, one exception to this is an off-road cycle path provided along High Holborn from New Oxford Street for cyclists travelling in an easterly direction.

5. OBJECTIVES

The purpose of this Plan is to demonstrate the commitment of the Operator to playing its part in minimising the impact of travel on the environment by reducing the level of unnecessary travel and encouraging those who have to travel, to do so in a more environmentally friendly way.

Through changes in travel habits this Travel Plan will provide benefits for:

- **individuals** - through improved health, reduced stress and potential cost savings;
- **the employer** - through healthier and more motivated staff, reduced congestion and improved access to the site for employees and visitors;
- **the environment** - through improved air quality - with less noise, dirt and fumes, as well as by reducing the impact of other national and global environmental problems such as photochemical smog and global warming.

6. TRAVEL PLAN CO-ORDINATOR

It is recognised that a successful Travel Plan needs commitment from senior management as well as other staff members. Prior to the occupation of the office Occupier will appoint a Travel Plan Co-ordinator (TPC). The TPC will be seen to have the support of senior management of the Occupier and will have the authority to implement the plan.

The Transport for London guidance for workplace travel planning has set out the following qualities that the TPC should possess and these will be taken into account in the appointment to that position,

- drive and enthusiasm
- good negotiating skills

- outgoing, friendly and an approachable personality, with an ability to communicate effectively with people at all levels
- able to communicate and defend an argument
- an ability to lead by example
- a person who will be respected
- an ability to give presentations and manage events/workshops
- computer-literate
- practical and realistic with a balanced perspective
- organised and capable of multi-tasking
- knowledge of transport issues although a transport professional is not a necessity
- knowledge of environmental and business issues and committed to sustainable travel issues. A realist, not a green activist

The TPC will be responsible for:

- securing the commitment and support of senior management, other employees and union representatives (where applicable);
- promoting the objectives and benefits of the Travel Plan;
- assisting with the establishment of clear, realistic and monitorable targets for the use of alternative modes of travel;
- monitoring the success of the travel policy against the targets;
- providing feedback to the occupiers on the success of the Plan;
- acting as the point of contact for information and for exchanging ideas and best practice with other organisations;
- the TPC will be responsible for the monitoring of the progress achieved by the Operator; and
- the preparation of an information pack that will include the following,

- brief description of the Travel Plan and the key objectives,
- description and summary timetable of rail services from accessible stations,
- description and summary timetable of bus services that serve the nearest bus stops to the office,
- description of local cycle routes,
- information on taxi ranks and local taxi companies,
- reference and details of access to the TfL web-based journey planner¹,
- reference and details of access to the Department for Transport (DfT) web-based journey planner, Transport Direct²,
- contact details of the TPC.

7. DELIVERING THE PLAN

7.1. Information Packs

The information packs described in Section 6 will be made available at the office reception, in hotel bedrooms and a summary version will be forwarded to potential visitors.

7.2. Car Journeys

There will be no parking spaces provided for employees or visitors, so car use is likely to be extremely low.

7.3. Public Transport

To encourage greater use of public transport the Travel Plan would:

¹ http://journeyplanner.tfl.gov.uk/user/XSLT_TRIP_REQUEST2?language=en

² <http://www.transportdirect.info/Web2/Home.aspx?CurrentLanguage=English&repeatingloop=Y>

- publicise existing local transport services and travel information for staff and visitors;
- provide employees with interest free loans for annual season tickets; and
- provide details for internet access for public transport information and identify sites that have local information;

7.4. Cycling

Cycling is an efficient, healthy and very environmentally friendly mode of transport.

As part of the change of use of the site, the following will be provided on occupation of the new building:

- cycle parking facilities for employees, and
- provide changing and showering facilities.

In addition, in order to encourage cycling, the following measures will be considered:

- promote “bike to work” days, and
- publicise the health benefits of cycling.

Copies of the City of London Cycling Guide will be made available to all staff. The document can be obtained from the City of London’s website³.

7.5. Walking

To encourage walking the following actions will be undertaken:

- publicise the health benefits of walking,
- produce maps showing recommended walking routes from:
 - local bus stops,

³ http://213.86.34.248/NR/rdonlyres/15DD9883-8899-45FD-B22A-F226ED08A1B1/0/HT_cycleguide.pdf

- Underground stations - Holborn, Tottenham Court Road, Farringdon, and Temple
- Network Rail stations - Euston, St Pancras International, King's Cross, Charing Cross, Farringdon, and Blackfriars

All of the above stations are within two kilometres of the site.

- produce maps showing recommended walking routes to local facilities,
- provide changing facilities for employees.

7.6. Work Practices

Where practicable the Occupier will consider the encouragement of following measures that reduce the need for travel:

- Video conferencing;
- Audio conferencing;
- Compressed working week;
- Home working; and
- Flexitime.

8. TRAVEL PLAN WEBSITE

One of the most important aims of the Travel Plan is to provide information to staff and visitors of the alternatives to using the car on their own travel to the site. In order to provide detailed information in an easy to use format, the Travel Plan will be allocated space on the website and will include the following:

- Information on Travel initiatives;
- Details of safe walking and cycling routes to the site;
- Public transport timetable information;
- Links to public transport information, and details of local taxi companies.

This information will be available to staff through IT facilities.

9. NEW EMPLOYEES

The Operator will make known the existence of the Travel Plan to all prospective employees. It will be given the same emphasis as other aspects of the employment package.

10. TARGETS

After the opening of the office to guests, a survey will be undertaken of the new employees to determine their mode of travel to and from work. This will seek to ascertain any existing problems in the vicinity of the site. A draft questionnaire is presented in Appendix C⁴. This questionnaire will be refined once more detail is known about the operation of the office, for example shift patterns, availability of staff facilities on site etc. The results of the employee interviews will be presented in Appendix D.

In setting the targets and the relevant time periods, recognition must be given to the distribution in the place of residence of the employees and the variation in the hours of work.

11. MONITORING

The Plan will be monitored on an annual basis to ensure that the key objectives are being met and that the Plan evolves to adapt to changing circumstances. The monitoring will include a snapshot survey of travel characteristics and details of initiatives that have been undertaken during the previous year.

By continually reviewing the plan it will help to develop and improve it and ensure that the measures introduced are consistent with the organisation's requirements.

⁴ The example provided in the appendix is a general questionnaire that would need to be adapted to the specific needs of the area.

12. TIMETABLE

An outline timetable for the production and ongoing monitoring and review of the Travel Plan over a five year period has been produced, which details the key elements of the process and the approximate timescales. This is shown in the table below.

Table 12.1: Proposed Monitoring Timetable

Action	Timescale
Appoint Travel Plan co-ordinator	Prior to occupation of new office
Produce baseline staff travel information	2 months after opening of office
Develop draft Travel Plan in consultation with TfL and LBC	4 months after opening of office
Finalise and adopt Travel Plan	6 months after opening of office
Monitor success of Travel Plan actions and progress towards targets. Amend Travel Plan if necessary.	Ongoing - every year following adoption of Travel Plan
Undertake staff travel survey to measure success of Travel Plan and discuss findings with TfL and LBC. Review Travel Plan and amend if necessary.	Ongoing - every 2 years following adoption of Travel Plan

Appendix A

Underground Services from Holborn and Tottenham
Court Road Station

Piccadilly Line

Services from this station towards Heathrow Terminal 5



Monday - Friday

First trains	6am to midnight <i>about every</i> 2-5 <i>minutes</i>	Last trains
05 42		00 01
05 49		00 06
05 55		00 11
		00 17
		00 22
		00 28

Saturday (also Good Friday)

First trains	6am to midnight <i>about every</i> 2-5 <i>minutes</i>	Last trains
05 42		00 02
05 48		00 07
05 53		00 12
05 58		00 17
		00 22
		00 28

Sunday and other Public Holidays

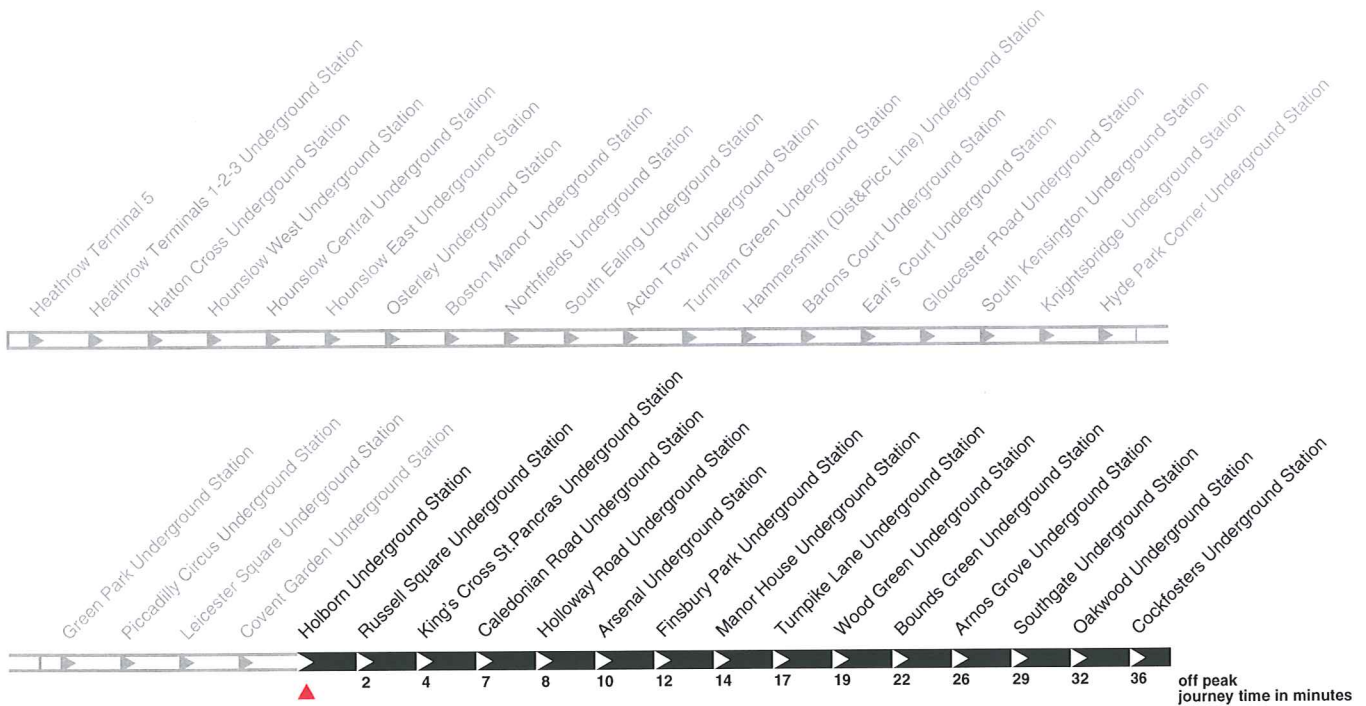
First trains	8am to 11pm <i>about every</i> 2-5 <i>minutes</i>	Last trains
07 00		23 00
07 15		23 05
07 23		23 10
07 31		23 15
07 38		23 20
07 43		23 25
07 48		23 34
07 53		
07 58		

03.11.2009 Holborn Underground Station



Piccadilly Line

Services from this station towards Cockfosters Underground Station



Monday - Friday

First train	6 to 7am	7am to midnight	Last trains
05 54	about every 5-8 minutes	about every 2-4 minutes	00 02 00 06 00 09 00 13 00 16 00 20 00 24 00 28 00 31 00 34 00 38

Saturday (also Good Friday)

First train	6 to 7am	7am to midnight	Last trains
05 54	about every 5-8 minutes	about every 2-5 minutes	00 02 00 05 00 09 00 13 00 17 00 21 00 25 00 29 00 31 00 34 00 38

Sunday and other Public Holidays

First train	7 to 8am	8 to 9am	9am to 11pm	11pm to midnight	Last trains
06 47	07 02 07 17 07 25 07 32 07 40 07 47 07 55	about every 5-7 minutes	about every 2-5 minutes	about every 3-7 minutes	00 00 00 10 00 20

03.11.2009 Holborn Underground Station

Central Line

Services from this station towards West Ruislip Underground Station



Monday - Friday

First train	6 to 7am	7am to midnight	Last trains
05 53	06 03 06 12 06 18 06 24 06 29 06 33 06 37 06 41 06 45 06 48 06 52 06 55 06 58	about every 2-5 minutes	00 04 00 09 00 14 00 19 00 26 00 29

Saturday (also Good Friday)

First train	6 to 7am	7am to midnight	Last trains
05 53	06 03 06 13 06 20 06 27 06 33 06 38 06 42 06 46 06 50 06 54 06 58	about every 2-5 minutes	00 04 00 09 00 14 00 19 00 26 00 29

Sunday and other Public Holidays

First trains	8am to 11pm	Last trains
07 26 07 34 07 39 07 44 07 49 07 54 07 59	about every 2-5 minutes	23 00 23 05 23 11 23 17 23 23 23 29 23 35 23 42 23 45

03.11.2009 Holborn Underground Station

Central Line

Services from this station towards Epping Underground Station



Monday - Friday

First trains	6am to midnight <i>about every</i> 2-6 <i>minutes</i>	Last trains
0551 0557		0003 0008 0013 0018 0023 0033

Saturday (also Good Friday)

First trains	6am to midnight <i>about every</i> 2-6 <i>minutes</i>	Last trains
0551 0557		0003 0008 0013 0018 0023 0033

Sunday and other Public Holidays

First trains	8 to 9am <i>about every</i> 5-7 <i>minutes</i>	9am to 11pm <i>about every</i> 2-5 <i>minutes</i>	Last trains
0713 0722 0731 0740 0749 0757			2304 2309 2314 2319 2324 2329 2334 2339 2345

03.11.2009 Holborn Underground Station

Northern Line

Services from this station towards High Barnet Underground Station



Monday - Friday

First trains	6 to 7am	7am to midnight	Last trains
05 46	06 04	about every 2-5 minutes	00 00
05 55	06 13		00 05
	06 20		00 10
	06 27		00 15
	06 32		00 21
	06 37		00 27
	06 42		00 34
	06 47		00 41
	06 51		
	06 54		
	06 58		

Saturday (also Good Friday)

First trains	6am to midnight	Last trains
05 46	about every 3-7 minutes	00 00
05 54		00 05
		00 10
		00 15
		00 21
		00 27
		00 34
		00 41

Sunday and other Public Holidays

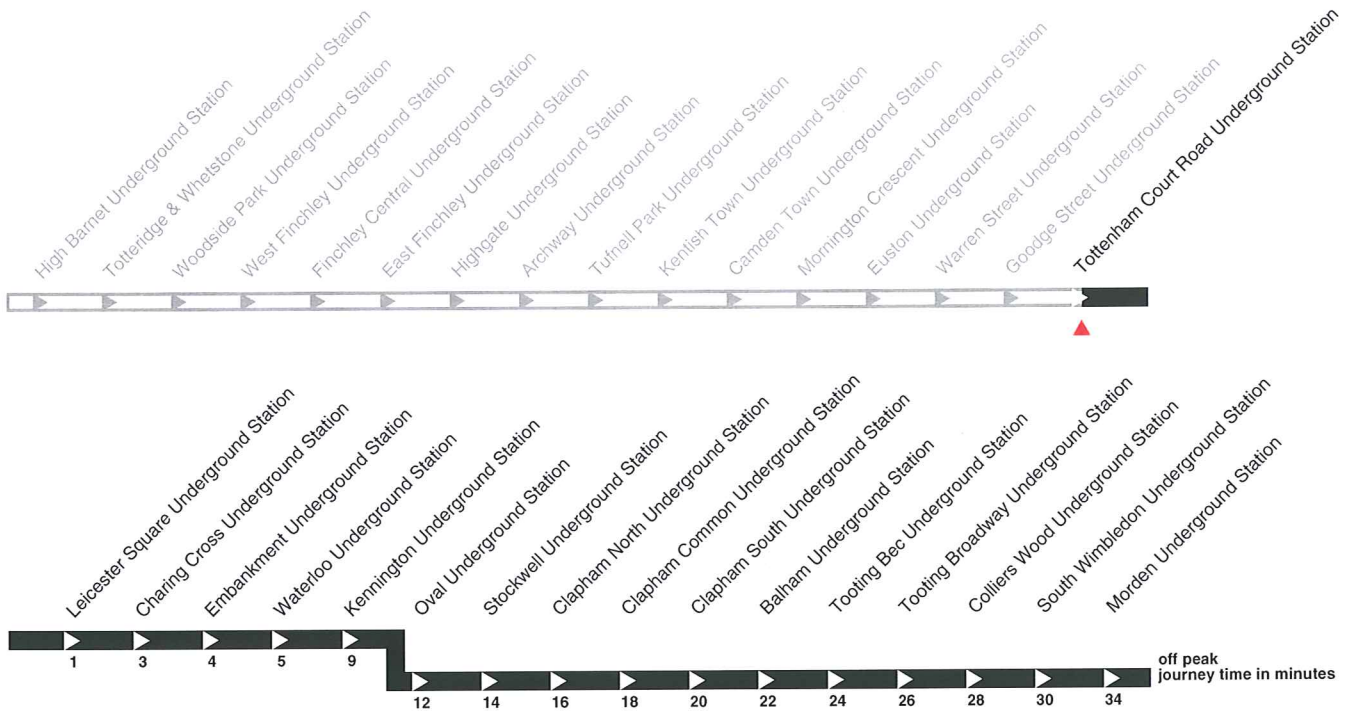
First trains	8am to 11pm	Last trains
07 32	about every 3-5 minutes	23 03
07 40		23 08
07 47		23 12
07 53		23 17
07 58		23 21
		23 26
		23 30
		23 35
		23 40
		23 45

03.11.2009 Tottenham Court Road Underground Station



Northern Line

Services from this station towards Morden Underground Station



Monday - Friday

First trains	6am to midnight <i>about every</i> 2-5 <i>minutes</i>	Last trains
05 53		00 04
05 58		00 08
		00 13
		00 17
		00 22
		00 26
		00 31

Saturday (also Good Friday)

First trains	6am to midnight <i>about every</i> 3-5 <i>minutes</i>	Last trains
05 53		00 04
05 59		00 08
		00 13
		00 17
		00 22
		00 26
		00 31

Sunday and other Public Holidays

First trains	8am to 11pm <i>about every</i> 3-5 <i>minutes</i>	Last trains
07 27		23 01
07 32		23 06
07 37		23 10
07 42		23 15
07 47		23 20
07 52		23 25
07 57		23 30
		23 35
		23 41

03.11.2009 Tottenham Court Road Underground Station

Appendix B
Bus Spider Map

Day buses from Holborn

Key

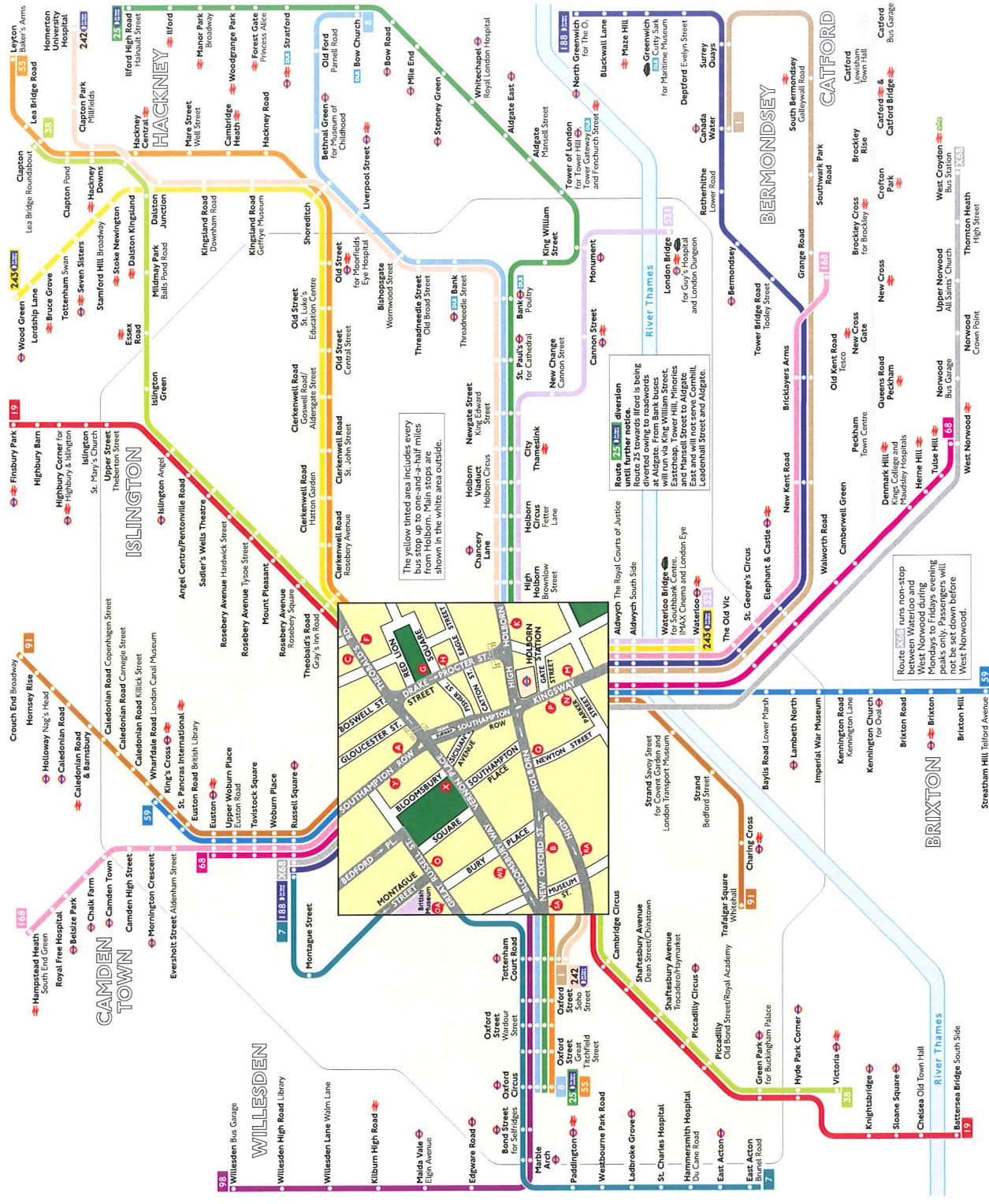
- Connections with Underground
- Connections with National Rail
- Connections with Tramlink
- Connections with Docklands Light Railway
- Limited stops, Mondays to Fridays afternoon peak hours only
- Mondays to Fridays morning peak hours only
- Mondays to Fridays

Red discs show the bus stop you need for your chosen bus service. The disc appears on the top of the bus stop in the street (see map of town centre in centre of diagram).

Route finder

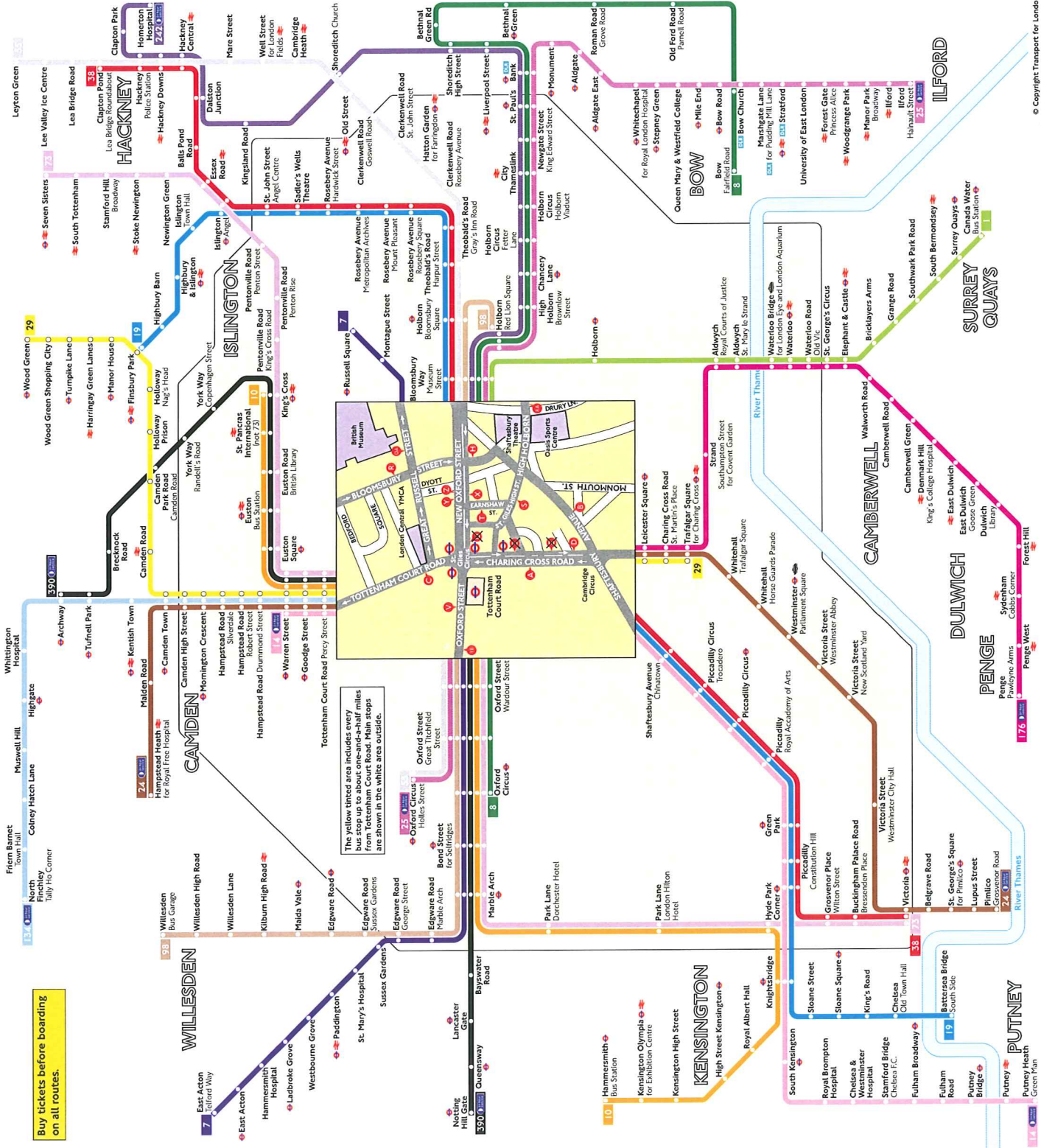
Day buses including 24-hour routes

Bus route	Towards	Bus stops
1	Canada Water	10, 11, 12
7	Tottenham Court Road	10, 11, 12
8	East Acton	10, 11, 12
19	Russell Square	10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000



Buses from Tottenham Court Road

Buy tickets before boarding on all routes.



- Key**
- Connections with Underground
 - Connections with National Rail
 - Connections with Docklands Light Railway
 - Connections with river boats
 - Monday to Friday daytime off-peak

Red discs show the bus stop you need for your chosen bus services. The disc appears on the top of the bus stop in the street (see map of town centre in centre of diagram).

Route finder

Day buses including 24-hour routes

Bus route	Towards	Bus stops
1	Canada Water	T 2
7	East Acton	X 6
8	Russell Square	W 6
10	Bow	Z 6
14	Oxford Circus	X 6
19	Hammersmith	X 6
24	King's Cross	V 6
25	Putney Heath	B 6
29	Warren Street	A 6
38	Battersea Bridge	B 6
73	Finsbury Park	A 6
8	Hampstead Heath	A 6
14	Pimlico	B 6
25	Ilford	Z 6
29	Oxford Circus	B 6
38	Trafalgar Square	B 6
73	Wood Green	A 6
8	Clapton	A 6
14	Victoria	B 6
25	Leyton	X 6
29	Oxford Circus	X 6
38	Seven Sisters	V 6
73	Stoke Newington	R 6
8	Victoria	X 6
14	Holborn	Z 6
25	Willesden	X 6
29	North Finchley	X 6
38	Penge	D 6
73	Homerton Hospital	Z 6
8	Archway	V 6
14	Notting Hill Gate	R 6
25	Notting Hill Gate	X 6

Night buses

For night bus information, please see separate poster.

Appendix C

Example of Survey Questionnaire

General information

1. Home postcode.....

2. Usual place of work (building and site)

.....
.....
.....
.....

3. Do you have a disability which affects your travel arrangements?

- Yes
- No

4. What time do you usually arrive at work?

- 7.00 – 7.30 am
- 7.30 – 8.00 am
- 8.00 – 8.30 am
- 8.30 – 9.00 am
- 9.00 – 9.30 am
- 10.00 – 10.30am
- Other (please specify)

.....

5. What time do you usually leave for home?

- 3.00 – 3.30 pm
- 3.30 – 4.00 pm
- 4.00 – 4.30 pm
- 4.30 – 5.00 pm
- 5.00 - 5.30 pm
- 5.30 – 6.00 pm
- 6.00 – 6.30 pm
- 6.30 – 7.00 pm
- 7.00 – 7.30 pm

Other (please specify)

.....

6. Do you work:

- Part time
- Full time

Other (please specify)

.....

General travel information

7a How do you usually travel to work?

- Car (on your own)
- Car (with others)
- Bus
- Train
- Motorbike
- Walk
- Cycle
- Taxi

7b Why do you choose to travel in this way?
(tick all that apply)

- Convenience
- Cost
- Health reasons
- Alternative not available
- Need to for work purposes
- Other (please specify)

.....

8. Do you ever use a different mode of transport?

- Yes
- No

If yes, how

- Car (on your own)
- Car (with others)
- Bus
- Train
- Motorbike
- Walk
- Cycle
- Taxi

9. How would you prefer to travel to work?
(please tick only one)

- Car (on your own)
- Car (with others)
- Bus
- Train
- Motorbike
- Walk
- Cycle
- Taxi

10. Do you ever work from home?

- Yes
- No

11. If so, how often?

- more than once a week
- Once a week
- Once a fortnight
- Once a month
- Occasionally

12. How far do you travel to work?

- Less than one mile
 - 1 – 2 miles
 - 2 – 5 miles
 - 6 – 10 miles
 - 11 – 25 miles
 - 26 miles or more
- Please specify.....
-

13. How long does your journey generally take you?

- Less than 15 minutes
- 16 – 30 minutes
- 30 – 45 minutes
- 45 – 60 minutes
- Over an hour

14. Are you aware that this Organisation has a Travel Plan?

- Yes
- No

Car Driving specific information

If you do not regularly drive to work, please go directly to Question 21

15. How would you get to work if your car broke down or it was being serviced?

- Car (with others)
 - Bus
 - Train
 - Motorbike
 - Walk
 - Cycle
 - Taxi
 - Other (please specify).....
-

16. What are your main reasons for driving to work (tick no more than 3)?

- Drop/collect a child off at school on the way
- Need car for other activities after work eg shopping, gym
- Distance from home too great to walk or cycle
- Need the car for work during the day
- No one to car share with
- No public transport or it would take too long
- Personal safety
- Car needed because of health (eg physical disability)
- Cheaper than public transport
- More reliable than public transport
- Other (please specify):

17. Would you be prepared to car share?

- Yes
- No
- Already do

18. Are you prepared to pay for parking?

- Yes
- No

If yes, how much?per day

19. On average how often do you use your car alone for work purposes?

- Less than once a month
- One day per week or less
- At least 2 days per week
- At least 4 days per week

20. How many miles for work purposes do you travel on average per month?

.....miles

21. Do you use any other transport for work travel?

- Passenger in car/van or car sharing
- Taxi
- Train
- Bus
- Pool vehicle
- Bicycle
- Motor cycle
- Other, (please specify).....

Other travel ideas

22. Below is a list of other possible ideas that could be implemented in your workplace to reduce the number of journeys made commuting to and from work, and for work during the day.

Please tick one box in each row to indicate how useful you find each idea.

	Very Useful	Fairly Useful	Not very Useful	Not at all Useful
Car Share Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexitime (one day off per month for over time hours worked).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condensed working hours (such as 9 day fortnight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teleworking/teleconferencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work from home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternatives to company car (such as cash)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease or loan system for bicycles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheaper bicycles (company discount)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of taxi to train station (for business journeys)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease or loan to convert car to alternative fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car parking charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company pool cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discounted bus/train travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extra holidays for those not driving to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cycle stands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cycle and pedestrian paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash incentive to renounce your parking permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personalised journey planners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you think personalised journey planners would be very or fairly useful and would like to receive information, please enter your contact details below.

Name

.....

.....

Address

.....

.....

.....

.....

Other incentives (please specify)

.....

.....

.....

.....

.....

Other comments, suggestions and ideas:

.....

.....

.....

.....

.....

.....

.....

.....

.....

Appendix D
Survey Report

Completed Survey Report to be appended to Travel Plan.
