

## Appendix 2

### Residential Travel Vouchers

	<p>how the move will affect the transport choices of existing and new pupils. Set targets, measures and objectives for new site (to be included in S106 conditions). Identify measures to be taken during the build of the new school to mitigate car use, facilitate sustainable travel and progress the targets set in the travel plan.</p> <ul style="list-style-type: none"> <li>• Commit to complete a full Travel Plan for the new site within 12 months of occupation (S106 condition).</li> </ul> <p><b>1b) (For new builds)</b></p> <ul style="list-style-type: none"> <li>• Provide an analysis of transport conditions at the proposed site and how pupils are expected to travel. This should include maps of catchment area and expected home locations of pupils and maps of the main access routes from these areas. Set targets, measures and objectives for new site (to be included in S106 conditions). Identify measures to be taken during the build and promotion of the new school to mitigate car use, facilitate sustainable travel and progress the targets set in the travel plan.</li> <li>• Commit to complete a full Travel Plan for the new site within 12 months of occupation (S106 condition).</li> </ul> <p>2) Design and Access Statement and movement diagram.</p> <p>3) Details and plans of any wider development surrounding the school and the position of the school within it. Details of links to any Travel Plans for that wider development.</p> <p>4) Plans of public transport links</p>
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**Comments to be provided by:**

<b>Level 1</b>	School travel team
<b>Level 2</b>	School travel team, Road safety partnership
<b>Level 3</b>	School travel team, Road safety partnership, Work travel team plus any other members of the team as appropriate to individual circumstances (e.g. Cycling Officer, Smarter Choices team)

Albert Ward will be the principal point of contact for all application and will disseminate and collate comments from other members of the team.

We will aim to provide comments within 3 weeks.

## Residential travel vouchers

### How the voucher scheme works

#### STAGES:

#### STEPS:

Initial occupiers:

#### FIRST OCCUPATION

1. Developer provides letter/'voucher' that confirms a commitment to reimburse resident at 50% of the cost of each item against a set/pre-defined list of expenditure items up to a total maximum allowance for their property (listed)

Subsequent occupiers:

#### QUESTIONNAIRE

2. Questions in the annual questionnaire to residents:

- a) Did your household move into this property as a new occupier or new tenant within the last 12 months?
- b) Has your household been offered a Residential Travel Voucher whilst living at this address?

#### VOUCHER PROVISION

3. Within one month of survey closing date, developer provides letter/'voucher' that confirms a commitment to reimburse resident at 50% of the cost of each item against a set/pre-defined list of expenditure items up to a total maximum allowance for their property (listed)

Initial and subsequent occupiers:

#### PURCHASING

4. Resident buys equipment within 12 months of receipt of voucher and sends receipts to developer accompanied by letter/'voucher' and three month travel diary (if required)

#### REIMBURSEMENT

5. Developer reimburses resident by cheque at their discretion within three months of claim being received

#### REPORTING

6. Developer informs SCC of reimbursement of expenditure and addresses with annual monitoring results

### Permitted expenditure

The intention of the Residential Travel Voucher Scheme is to encourage smarter travel choices by providing a direct financial incentive to householders to reduce their car use. Somerset County Council's guidance on encouraging smarter travel is given in the Manual for Travel Plans (published by Somerset County Council, and available via [www.movingsomersetforward.co.uk](http://www.movingsomersetforward.co.uk)) in the Menu of Measures document under the Encourage theme.

The Residential Travel Voucher (or RTV) system is intended to work within the framework of a travel plan. The scheme allows flexibility for its recipients (as householders) to spend their incentive according to their preferred alternative to car-based commuting. It is the purpose of this document to qualify what constitutes reasonable expenditure, by listing the items that a householder could reasonably expect to receive compensation for. The list is intended to provide added value – things people might not normally have, not routine spending.

### **Items worthy of reimbursement (by mode of travel)**

**Note.** Max. 3 any one item per household.

#### Walking:

- Handcart
- Luggage/shopping trolleys
- Maps of local area (inc. UK road atlases)
- Nordic walking poles
- Personal attack alarm
- Raincoat
- Rucksacks
- Shoes
- Torch (not batteries)
- Umbrellas
- Waterproof trousers

#### Cycling:

- Bicycle\*
- Cycle clothing and accessories\*

SPECIFIC CYCLING EQUIPMENT: clothing or accessories inc. shoes, padded shorts etc.; puncture repair kits; emergency lights and batteries; pump; toolkit; spares; pannier racks; panniers or other cycle bags; trailers; lock; helmet; cycles (range depending on local needs and terrains – foldable, electrically-assisted, hybrid, mountain)

#### Working at Home:

- Broadband (max. three months' bills)
- Computer equipment (not games) including laptop and printer
- Home office desk to value of £150
- Home office storage
- Lighting
- Office chair
- Other DSE type equipment (rests, supports, holders etc)
- Small office equipment/stationary
- WiFi router

#### Motorcycling:

- Motorcycle equipment including helmet (not servicing or labour costs)

Public Transport:

Bus season tickets from home (not individual tickets)  
Rail season tickets for journey to work (not one-off journeys)

**Not included:** Training courses, car hire, taxi fares or petrol, suitcases, phone bills, one-off phone connection costs, mobile phones, telephones, computer accessories, garden shed.

**Level of reimbursement**

The developer will match fund any purchases made by tenants/home occupiers according to a level of expenditure per household agreed with the developer, for three tenures per property to allow for overturn of occupants in the travel plan's initial monitoring and performance period.

**Current residential travel voucher values (July 2011):**

<b>Dwelling size (bedrooms)</b>	<b>RTV value (total) per tenure (£)</b>
<b>1</b>	<b>100</b>
<b>2</b>	<b>150</b>
<b>3</b>	<b>200</b>
<b>4+</b>	<b>250</b>