

Appendix 7

Annual Report Template

Travel Plan Annual Report Template

You must submit a report within three months of carrying out your annual travel plan monitoring survey.

- This document provides the template to base your submission around.
- **Please note this report is automatically generated for developers using the iOnTRAVEL surveys software.**

Question 1: Please give the name and location of your employer.

You should give the company names and locations.

Question 2: How many days a week do you usually work?

This information must be aggregated across all responses and entered onto the spreadsheet available on the Moving Forward website - <http://www.movingsomersetforward.co.uk/new-developments/travel-plan-resource-centre/travel-analysis>

Question 3: Where do you travel to work from?

You should summarise the home locations of those surveyed, by numbers and percentages living in towns/villages and/or or postcode areas.

Question 4a: What is your main mode of transport for getting to work (the one you use most often, for the longest part of your journey by distance)?

You should summarise the main method of transport of those surveyed, by numbers and percentages:

- Bus
- Car alone
- Car with Other Person(s)
- Cycling
- Motorcycling (125cc and under)
- Motorcycling (over 125cc)
- Park and Ride
- Shuttle/Employer Bus
- Train
- Walking
- Work at Home
- Work Off Site without Calling at Work
- Other

Question 4b: How often do you use the following methods of travel to get to your regular place of work?

✍ This information must be aggregated across all responses and entered onto the spreadsheet available on the Moving Forward website - <http://www.movingsomersetforward.co.uk/new-developments/travel-plan-resource-centre/travel-analysis>

Question 5: Can you suggest any other changes that would help you to avoid travelling by car, e.g. facilities, routes, services, equipment?

✍ You should summarise the responses of those surveyed.

Question 6: If you have recently changed your travel habits, please give the one reason why.

✍ You should summarise the responses of those surveyed, by numbers and percentages responding:

- | | |
|---|---|
| <ul style="list-style-type: none">• Congestion/time spent travelling• Cost – parking• Cost – fuel• Crime/vandalism• Environmental Motivation• Family / Caring Responsibilities• Healthy Living / Exercise | <ul style="list-style-type: none">• Mobility Problems• New Job• New Transport Service / Route• Obtained Driving Licence• Parking availability• Weather• Other |
|---|---|

Question 7: Would you like to receive feedback on the results of this survey?

✍ You should provide a copy of the results to those requesting them to maintain interest in and generate understanding of the travel plan.

Question 8: Please enter your email address if you would like to be added to the mailing list to receive further travel related information from the Moving Somerset Forward campaign or via your employer.

✍ You should provide a copy of the email addresses to Somerset County Council.

RESIDENTIAL TRAVEL PLANS

✍ Please provide the addresses, claimant names and amounts of all those households a) provided with a voucher, b) claiming expenditure, and c) reimbursed against expenditure as permitted expenditure under the Green Travel Voucher scheme in the previous 12 months since the last annual report.

Households	Voucher provision	Expenditure claim	Reimbursement amount
[Name and address]	[amount] [date]	[amount] [date]	[amount] [date]