

Development Travel Plans - Monitoring procedures and responsibilities

Timeframe	Responsibility	
	Slough Borough Council (SBC)	Developer / Owner / Applicant
Planning application stage	Travel Plan assessed	Travel Plan created and submitted
Planning approval	Travel Plan secured in Section 106 planning obligation	Planning obligation agreed and committed to
Prior to occupation		- Pre-occupation measures implemented - Travel Plan Coordinator appointed
Within 3 months of occupation		- Implementation of post-occupation measures - TRICS SAM survey commissioned ⁱ : http://www.trics.org/sam.aspx
+ up to 2 months		- Survey results and Year 1 Monitoring Report submitted to SBC - Travel Plan updated (Final Travel Plan), including amended targets based on survey results
+ up to 1 month	- Assess and approve monitoring report - Assess and approve Final Travel Plan and targets	
Throughout 5-year monitoring period		- Implementation of measures - Ad-hoc monitoring as required
1 Year from Baseline Survey		Submit Year 2 Monitoring Report
+ up to 1 month	Assess and approve monitoring report	Implement remedial measures as necessary
2 years from Baseline Survey		TRICS SAM survey commissioned
+ up to 2 months		Survey results and Year 3 Monitoring Report submitted to SBC
+ up to 1 month	Assess and approve monitoring report	Implement remedial measures as necessary
3 years from Baseline Survey		Submit Year 4 Monitoring Report
+ up to 1 month	Assess and approve monitoring report	Implement remedial measures as necessary
4 years from Baseline survey		TRICS SAM survey commissioned
+ up to 2 months		Survey results and Year 5 Monitoring Report submitted to SBC
+ up to 1 month	Assess and approve monitoring report	
Beyond 5 year monitoring period ⁱⁱ		If targets are achieved, Travel Plan Monitoring becomes voluntary
If targets not achieved by Year 5, additional monitoring and remedial measures may be required		

ⁱ Surveys should take place in neutral months (outside of school holidays, winter and summer months)

ⁱⁱ Some sites will require monitoring beyond 5 years, e.g. large phased developments, please seek advice from SBC.