Site Audit Form

Introduction

The Site Audit covers both site assessment and site audit activities. The purpose of the Site Audit is to collect and collate information about the organisation, its operations, the site, its accessibility and surroundings.

The Site Audit must be completed in iTRACE as part of the general audit process. This hard copy has been prepared to assist in the collection of data prior to entry into iTRACE.

Confirm Site Details

Name of Development _____

Site Address _____

Borough _____

Ward _____

Land Use _____

No. of residential units _____

Site Status _____

PTAL Score _____

In Congestion Zone?   ☐ Yes   ☐ No

Associated travel plans?*   ☐ Yes   ☐ No
*If residential site is part of a group containing workplace and school sites

Required Response Rate _____

Confirmation Targets

Voluntary Targets

Target	Target % Change	Target Date (MM/YYYY)
Allocated Car Spaces:		
Allocated Motorcycle Spaces:		
Allocated Bicycle Spaces:		

Confirmation Targets, cont.

Voluntary Targets, cont.

Target	Target % Point Change	Target Date (MM/YYYY)	Target Req'd
Car trips per household - per day			☐
Car trips per household - AM peak			☐
Car trips per household - PM peak			☐
Walking trips per household - AM peak			☐
Walking trips per household - PM peak			☐
Cycling trips per household - AM peak			☐
Cycling trips per household - PM peak			☐
Membership of car club			☐
Car club usage			☐
Membership of car share service			☐
Car share service matched journeys			☐
Uptake / renewal of free travel passes			☐
Uptake of personalised travel planning			☐
Uptake of cycle training			☐
Uptake of home shopping			☐
Use of home working			☐

Confirmation Targets, cont.

Voluntary Targets, cont.

Target	Target % Point Change	Target Date (MM/YYYY)	Target Req'd
Car ownership	_____	_____	☐
Mode shift for SOV travel to work	_____	_____	☐
Mode shift for SOV travel to school	_____	_____	☐
Mode shift for SOV travel to shops	_____	_____	☐
Residential aware of travel information	_____	_____	☐
Households receiving travel information	_____	_____	☐
Use of travel website	_____	_____	☐

Target	Mode shift by residents main mode		Mode shift by residents arrival/departure mode	
	Target % Point Change	Target Date (MM/YYYY)	Target % Point Change	Target Date (MM/YYYY)
Travel by Car (SOV)	_____	_____	_____	_____
Travel by C/Shr (Driver)	_____	_____	_____	_____
Travel by C/Shr (Psg'r)	_____	_____	_____	_____
Travel by Motorcycle	_____	_____	_____	_____
Travel by Bus	_____	_____		
Travel by Tram	_____	_____		
Travel by Underground	_____	_____		
Travel by Rail	_____	_____		
Travel by Bike/Rail	_____	_____		
Travel by Bicycle	_____	_____	_____	_____
Travel by Foot	_____	_____	_____	_____

Confirmation Targets, cont.

Planning Targets

Main mode

	Target % by Car	Date Required (MM/YYYY)
Threshold 1		
Threshold 2		
Comments		

Arrival/Departure Mode

	Target % by Car	Date Required (MM/YYYY)
Threshold 1		
Threshold 2		
Comments		

Other Incentives/Targets

Incentive 1

Incentive 2

Incentive 3

Incentive 4

Site Design and Layout

What is the site area (sqm or sqft)? _____

What is the gross floor area of all units? _____

How many residential units are there?

    Existing units by type?

        Privately owned? _____
        Privately owned key worker residence? _____
        Shared ownership, e.g. with Housing Association? _____
        Rented from council/Local Authority? _____
        Privately rented? _____
        Other (please specify) _____ _____

    Existing units by size?

        Studio? _____
        1 Bed? _____
        2 Bed? _____
        3 Bed? _____
        4 (or more) Bed? _____

    Planned units by type?

        Privately owned? _____
        Privately owned key worker residence? _____
        Shared ownership, e.g. with Housing Association? _____
        Rented from council/Local Authority? _____
        Privately rented? _____
        Other (please specify) _____ _____

    Planned units by size?

        Studio? _____
        1 Bed? _____
        2 Bed? _____
        3 Bed? _____
        4 (or more) Bed? _____

Are there any public/community areas within the development? ☐ Yes   ☐ No

    Are there areas for social exchange? ☐ Yes   ☐ No
    Are there areas for recreation? ☐ Yes   ☐ No
    Are there specific areas for sitting? ☐ Yes   ☐ No

Parking

How many car parking spaces are in the development?

Residents	_____
Disabled	_____
Visitors	_____
Deliveries	_____
Car clubs	_____
On street permit holder	_____
Total	_____

How many motorcycle parking spaces are in the development?

Residents	_____
Visitors	_____
Total	_____

Is parking managed on site?	☐ Yes	☐ No
Are spaces restricted?	☐ Yes	☐ No
Are permits required?	☐ Yes	☐ No
Is there a secure entrance system?	☐ Yes	☐ No
Is car parking enforced by staff?	☐ Yes	☐ No
Is the development within a controlled parking zone?	☐ Yes	☐ No

If yes, what controlled parking zone is the development site located in? _____

Are there any planning conditions or covenants on site which affect residents parking opportunities?　☐ Yes　☐ No

If yes, please provide further details. _____

What are the parking charges on the streets in the vicinity of the site? _____

Reducing the Need to Travel

What facilities are currently available on-site (i.e. within the residential development site boundary)?

On-site healthcare?	☐ Yes	☐ No
On-site education?	☐ Yes	☐ No
On-site shops or restaurants?	☐ Yes	☐ No
On-site business or industry?	☐ Yes	☐ No
On-site leisure facilities?	☐ Yes	☐ No
On-site community facilities?	☐ Yes	☐ No
Provision for home deliveries?	☐ Yes	☐ No
Car club?	☐ Yes	☐ No
Car share services?	☐ Yes	☐ No

Reducing the Need to Travel, cont.

What is the distance, in metres, to the nearest food or convenience shop?   _____

What is the distance, in metres, to the nearest primary school?   _____

Are residential units fitted with broadband as standard?   ☐ Yes   ☐ No

Pedestrian Permeability and Safety

Is the site accessible for pedestrians?   ☐ Yes   ☐ No

    Are there wide footways?   ☐ Yes   ☐ No

    Are crossing points located close to the site entrance?   ☐ Yes   ☐ No

    Do crossings have dropped kerbs and good lighting?   ☐ Yes   ☐ No

    Are footways well lit?   ☐ Yes   ☐ No

    Do footways have good sight lines?   ☐ Yes   ☐ No

What is the speed limit on the roads adjacent to the site?   _____

Are there any restrictions on car movements within the site?   ☐ Yes   ☐ No

    If yes, what restrictions are present?   _____

Are there any traffic calming measures on the roads within the development or in proximity of the site??   ☐ Yes   ☐ No

    If yes, which traffic calming measures are present?

        Speed restrictions?   ☐ Yes   ☐ No

        Speed humps?   ☐ Yes   ☐ No

        Junction tables?   ☐ Yes   ☐ No

        Gateways?   ☐ Yes   ☐ No

        Other   _____

Cycle Facilities

Is cycle parking provided for each residential unit?   ☐ Yes   ☐ No

How many cycle parking spaces are provided on the development?

    Per unit?   _____

    In communal areas?   _____

    In total?   _____

Cycle Facilities, cont.

Is the cycle parking:

Secure?	☐ Yes	☐ No
Covered?	☐ Yes	☐ No
Well lit?	☐ Yes	☐ No
Covered by CCTV?	☐ Yes	☐ No
Close to building entrances?	☐ Yes	☐ No

Can the site be accessed by named/ signed cycle routes?	☐ Yes	☐ No

Are these new routes?	☐ Yes	☐ No
Are these existing routes?	☐ Yes	☐ No
Are these part of the priority network?	☐ Yes	☐ No

Public Transport Accessibility

Have any improvements been made to the local bus services in proximity to the site?	☐ Yes	☐ No

New interchange points?	☐ Yes	☐ No
Bus route diversions?	☐ Yes	☐ No
New bus stops?	☐ Yes	☐ No
Upgrading of existing facilities?	☐ Yes	☐ No

Are all residential units within 400 metres of a bus stop?	☐ Yes	☐ No

Are bus stops nearby:

Sheltered?	☐ Yes	☐ No
Have seating?	☐ Yes	☐ No
Have timetabled/real-time information?	☐ Yes	☐ No

Is the site within 400 metres of an Underground station?	☐ Yes	☐ No

Is the site within 400 metres of a Light Rail/Tram station (e.g. DLR or Croydon Tramlink?	☐ Yes	☐ No

Is the site within 800 metres of a train station?	☐ Yes	☐ No

Car Club Provision

Is a car club established on the site?	☐ Yes	☐ No

Which company runs the car club?

- ☐ Streetcar
- ☐ Whizz Go
- ☐ City Car
- ☐ Zip Car
- ☐ Run by development company

Car Club Provision, cont.

How many residents are members of the car club? _____

    How many journeys have these members used a car club vehicle for? _____

How many car club parking bays are allocated on the site? _____

Are there any on-street car clubs within 400 metres of the development? ☐ Yes   ☐ No

    Which company runs the car club?
- ☐ Streetcar
- ☐ Whizz Go
- ☐ City Car
- ☐ Zip Car
- ☐ Run by development company

Car Share Provision

Is a car share matching service established for the site? ☐ Yes   ☐ No

    If yes, please provide further details. _____

    How many residents are members of the service? _____

    How many matched journeys have been generated by the service? _____

Use of Services

Do you offer discounted/free travel passes? ☐ Yes   ☐ No

    How many have been distributed? _____

Do you offer personalised travel planning? ☐ Yes   ☐ No

    How many residents have participated? _____

Do you offer cycle training? ☐ Yes   ☐ No

    How many residents have participated? _____

Do you have a specific travel information website? ☐ Yes   ☐ No

    How many hits has this had? _____

Travel Plan

Has a Travel Plan Coordinator been appointed to deliver the travel plan for this development? ☐ Yes   ☐ No

When was the Travel Plan Coordinator appointed? _____ *(dd/mm/yyyy)*