

SITE AUDIT QUESTIONNAIRE – Paper version

Section A: Introduction

- The Site Audit covers both site assessment and site audit activities, which are discussed with the Travel Plan Resource Pack for Employers.
- The purpose of the Site Audit is to collect and collate information about the organisation, its operations, the site, its accessibility and surroundings.
- When this questionnaire has been completed, the answers should be entered into on-line iTRACE system.
- The audit questionnaire is divided into several sections, which are listed below.

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Section One: Location of the Organisation

Q1.1 Organisation name

Q1.2 Site address (incl postcode)/contact details

Address 1

Address 2

Street /Thoroughfare

Town/City

County

Postcode

Q1.3 Land use (cross only one box)

Shops

Financial or Professional Services

Food and Drink

Business

General Industrial

Storage or Distribution

Hotels

Residential Institutions

Dwellinghouses

Non Residential Institutions

Assembly and Leisure

Q1.4 Gross Site Area/Net Site area

 Square Meters

Q1.5 Gross Floor Area

Square Meters

Q1.6 Within which local authority is this site located?

Q1.7 What are the name(s) of roads accessing the site? (please indicate main entrance(s) and others access points including footpaths).

Q1.8 Is the site on a business park?

Cross out box that does not apply Y N *If answered 'N', please go to Q1.9*

Q1.8b What is the name of the business park?

Q1.8c Is the business park managed? If so, by whom?

Q1.8d Approximately how many organisations are located on the business park?

Q1.9 Is the site within an industrial estate?

Cross out box that does not apply Y N *If answered 'N', please go to Q1.10*

Q1.9b What is the name of the industrial estate?

Q1.9c Is the industrial estate managed? If so, by whom?

Q1.9d Approximately how many organisations are located on the industrial estate?

Q1.10 Is the site near a residential area? (e.g. share a boundary or access via residential area)

Yes

No

Q1.11 Write anything else which helps to describe the location of the site (please identify if there is more than one building on the site, such as a campus)

Q1.12 Is the travel plan associated with a planning application?

Cross out box that does not apply

Y

N

If answered 'N', please go to Q2.1

Q1.12b What is the planning application /consent number?

Q1.12c Please outline any planning obligations/conditions (including date of agreement, objectives/conditions met, date objectives/conditions met)

Section Two: Description of the Site

Q2.1 When did the organisation first occupy the site? (dd/mm/yyyy)

Q2.2 Does the site have development restrictions (is it listed or have other restrictive covenants?)

Q2.3 Does the organisation own or lease the building/site? (cross only one box)

Own

Lease

Q2.4 Is the site shared with other organisations? (cross only one box)

Yes

Please go to question 2.4b

No

Please go to question 2.5

NA

Please go to question 2.5

Q2.4b Are access and parking shared? (cross only one box)

Yes

No

NA

Q2.5 Please write anything else which helps to describe the site:

Section Three: Staff Details

Q3.1 What is the total number of individuals employed by your organisation on this site?
(If nil, please enter a 0)

Q3.2 What is the total number of full-time employees, employed by your organisation on this site? *(If nil, please enter a 0)*

Q3.3 What is the total number of part-time employees, employed by your organisation on this site? *(If nil, please enter a 0)*

Q3.4 What is the total number of shift-time employees, employed by your organisation on this site? *(If nil, please enter a 0)*

Q3.5 Our hours of operation are: *(please use 24 Hr Clock 00:00)*

Q3.6 Our 'core' hours are: *(please use 24 Hr Clock 00:00)*

Q3.7 Our shift hours are: *(approximate numbers of staff on these shifts)*

Q3.8 What is the average level of sickness absence on the site? *(excluding long term)*

Section Four: Staff Travel Survey

Q4.1 When you send out the staff travel survey to accompany this site audit, what number of staff, in total, will this be issued to?

Q4.2 How many staff will be...

invited to answer the survey online?

issued a paper questionnaire?

Section Five: Roles & Responsibilities

Q5.1 Is there a Travel Plan Co-ordinator or a post with specific responsibilities for the on-going development and implementation of the travel plan? *(cross only one box)*

Yes

Please go to question 5.1a only

No

Please go to question 5.1b only

Q5.1a Please provide Travel Plan Co-ordinator contact details *(name, title, email, tel, fax)*

Q5.1b Please add the name of the acting contact person

Q5.2 Is there a dedicated budget for Travel Plan measures and implementation?

Cross out box that does not apply

Y

N

If answered 'N', please go to Q5.3

Q5.2b Please indicate annual budget/spend for Travel Plan (£/per annum)

Q5.3 Is there a steering group for the Travel Plan?

Cross out box that does not apply

Y

N

If answered 'N', please go to Q5.4

Q5.3a Please provide steering group contact details *(name, title, email, tel, fax)*

Q5.3b To which individual/management group does the steering group report to?

Q5.4 Is there a working group/s to consult with staff? *(cross only one box)*

Yes

No

Q5.5 Does the organisation have the support of senior staff/management?

Cross out box that does not apply

Y

N

If answered 'N', please go to Q5.6

Q5.5b Who is the senior staff/management champion?

Q5.6 Is staff time allocated for the Travel Plan?

Cross out box that does not apply

Y	N
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If answered 'N', please go to Q5.7

Q5.6b How much time is allocated for the Travel Plan?

	hours
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Q5.7 Are stakeholders involved/engaged? (e.g. Local Authority, transport operators, suppliers, visitors)

Yes

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No

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Section Six: Nature of Organisation

Q6.1 What is the business activity? *(cross only one box)*

Developer	<input type="checkbox"/>
Retail park	<input type="checkbox"/>
Retail warehouse	<input type="checkbox"/>
Supermarket	<input type="checkbox"/>
Financial & Professional Services	<input type="checkbox"/>
Public house	<input type="checkbox"/>
Restaurant (min 25 cap.)	<input type="checkbox"/>
School	<input type="checkbox"/>
Office	<input type="checkbox"/>
Light industry	<input type="checkbox"/>
General industry	<input type="checkbox"/>
Storage & distribution	<input type="checkbox"/>
Hotel	<input type="checkbox"/>
Residential care	<input type="checkbox"/>
Day nursery	<input type="checkbox"/>
Health centre	<input type="checkbox"/>
Take-Away/Fast Food	<input type="checkbox"/>
Other	<input type="checkbox"/>
Bingo	<input type="checkbox"/>
Bowling	<input type="checkbox"/>
Cinema	<input type="checkbox"/>
Health Clubs and Sports	<input type="checkbox"/>
Leisure Complex	<input type="checkbox"/>
Nightclub	<input type="checkbox"/>
Golf courses	<input type="checkbox"/>
Hostel	<input type="checkbox"/>
Garden centre	<input type="checkbox"/>

Q6.2 Is this the HQ of the organisation? *(cross only one box)*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q6.3 Is this a regional site for the organisation? *(cross only one box)*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q6.4 What is the scale of operation? *(cross only one box)*

Local	<input type="checkbox"/>
Regional	<input type="checkbox"/>
National	<input type="checkbox"/>
International	<input type="checkbox"/>

Section Seven: Car Use

Q7.1 Does the organisation have a car park for it's own use?

Cross out box that does not apply

Y	N
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If answered 'N', please go to Q7.2

Q7.1b Where is the car park located? *(cross only one box)*

On Site	<input type="checkbox"/>
Off Site	<input type="checkbox"/>

Q7.1c Is the car park owned or leased?

Cross out box that does not apply

Owned	Leased
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If answered 'Leased', please go to Q7.2

Q7.1d What is the annual cost?

Q7.2 How many spaces in total are available for the organisation?

Q7.3 How many spaces in the car park are dedicated to:

Employees (total)	<input type="text"/>
Senior Staff	<input type="text"/>
Disabled	<input type="text"/>
A drop off point	<input type="text"/>
Patients	<input type="text"/>
Visitors	<input type="text"/>
Essential car users	<input type="text"/>
Car sharers	<input type="text"/>
Pool cars	<input type="text"/>
Fleet vehicles (excluding HGVs)	<input type="text"/>
HGVs	<input type="text"/>
Other <i>(please describe)</i>	<input type="text"/>

Q7.4 Are car parking areas well signed? *(cross only one box)*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q7.4b Please describe car parking signage

Q7.5 Is there a barrier / security at the entrance to the car park? *(cross only one box)*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q7.6 Are the parking spaces managed?

Cross out box that does not apply

<input type="checkbox"/>	<input type="checkbox"/>
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If answered 'N', please go to Q7.7

Q7.6b How are the parking spaces managed? (cross all that apply)

Free for all	<input type="checkbox"/>
Needs based	<input type="checkbox"/>
According to grade	<input type="checkbox"/>
Allocated spaces	<input type="checkbox"/>

Q7.6c Is there a parking enforcement mechanism? (cross only one box)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
NA	<input type="checkbox"/>

Q7.7 Are car parks well lit and secure? e.g. is CCTV provided

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q7.8 Does the organisation charge for car parking?

Cross out box that does not apply

<input type="checkbox"/>	<input type="checkbox"/>
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If answered 'N', please go to Q7.9

Q7.8b What are the car parking charge(s)?

Q7.9 Does demand for car parking exceed capacity?

Cross out box that does not apply

<input type="checkbox"/>	<input type="checkbox"/>
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If answered 'N', please go to Q7.10

Q7.9b How often does demand for car parking exceed capacity? (cross only one box)

Occasionally	<input type="checkbox"/>
Frequently	<input type="checkbox"/>
Constantly	<input type="checkbox"/>

Q7.10 Does the site experience traffic congestion/access problems on external roads?

Cross out box that does not apply

<input type="checkbox"/>	<input type="checkbox"/>
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If answered 'N', please go to Q7.11

Q7.10b Please explain the nature of issues and name roads affected

Q7.11 Is overspill parking observed in surrounding roads?

Cross out box that does not apply

<input type="checkbox"/>	<input type="checkbox"/>
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If answered 'N', please go to Q7.12

Q7.11b Please explain the believed extent and name roads affected

Q7.12 Has the organisation got a car sharing scheme?

Cross out box that does not apply

<input type="checkbox"/>	<input type="checkbox"/>
Y	N

If answered 'N', please go to Q7.13

Q7.12b Is car sharing scheme...(cross only one box)

Formal	<input type="checkbox"/>
In formal	<input type="checkbox"/>

Q7.12c How does car sharing scheme operate?

Q7.12d How many currently car share?

Q7.12e Is a Guaranteed Ride Home provided as part of the scheme? (cross only one box)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
NA	<input type="checkbox"/>

Q7.13 Has the organisation membership of a car club?

Cross out box that does not apply

<input type="checkbox"/>	<input type="checkbox"/>
Y	N

If answered 'N', please go to Q7.14

Q7.13b How does car club operate?

Q7.13c How many car club members?

Q7.14 Is there anything else about the car parking arrangements on the site which has not been covered in this section? (cross only one box)

Yes	<input type="checkbox"/>	<i>Please go to question 7.14b</i>
No	<input type="checkbox"/>	<i>Please go to question 8.1</i>
NA	<input type="checkbox"/>	<i>Please go to question 8.1</i>

Q7.14b Please enter details about further car parking arrangements

Section Eight: Cycling

Q8.1 Is the site accessible by external cycle routes/lanes? *(cross only one box)*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q8.2 Are there cycle routes/lanes on the site? *(cross only one box)*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q8.3 Is there cycle parking?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q8.4*

Q8.3b How many are provided in total?

Q8.3c How many are 'Sheffield' stands?

Q8.3d Where are cycle racks located? *(Brief description of locations)*

Q8.3e Are the cycle racks... *(cross only one box per line)*

	Yes	No	Some
Covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overlooked by CCTV?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Near building entrance(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q8.4 Are cyclists able to claim mileage as a business expense?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q8.5*

Q8.4b What is the mileage allowance?

Q8.5 Are pool cycles available for staff?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q8.6*

Q8.5b How many pool cycles are provided?

Q8.5c Is cycle training provided? *(cross only one box)*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
NA	<input type="checkbox"/>

Q8.5d Are the cycles maintained? *(by whom and how frequently)*

Q8.6 Is a cycle loan/tax free scheme available to employees?

Cross out box that does not apply

<input type="checkbox"/> Y	<input type="checkbox"/> N
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If answered 'N', please go to Q8.7

Q8.6b Please provide details of cycle loan/tax free scheme available to employees

Q8.7 Are discounted cycles and accessories available to employees?

Cross out box that does not apply

<input type="checkbox"/> Y	<input type="checkbox"/> N
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If answered 'N', please go to Q9.1

Q8.7b Please provide details of discounted cycles and accessories available to employees

Section Nine: Pedestrians

Q9.1 Are there footpaths on the site for which the site occupier is responsible?

Cross out box that does not apply

Y	N
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If answered 'N', please go to Q9.2

Q9.1b Are the on-site footpaths... *(cross only one box per line)*

	Yes	No	NA
Lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In a good state of repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhung by vegetation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overlooked by CCTV?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q9.1c Do those footpaths have safe road crossing points with dropped kerbs and tactile pavements? *(cross only one box)*

Yes

No

NA

Q9.2 Are there any access difficulties for pedestrians?

Cross out box that does not apply

Y	N
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If answered 'N', please go to Q9.3

Q9.2b Please provide details of access difficulties for pedestrians

Q9.3 Do pedestrians have a safe, convenient and attractive welcoming environment?

Cross out box that does not apply

Y	N
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If answered 'Y', please go to Q10.1

Q9.3b Please outline shortcomings

Section Ten: Motorcycles

Q10.1 Is dedicated motorcycle parking available?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q10.2*

Q10.1b Where is motorcycle parking provided?

Q10.1c How many parking spaces are available for motorcycles? (If nil, please enter a 0)

Q10.1d Are motorcycle parking spaces... *(cross only one box per line)*

	Yes	No	Some
Conveniently near the entrances(s) to the building(s)?			
Secure?			
Covered?			
Lit?			
Overlooked by CCTV?			

Q10.2 Are motorcyclists able to claim mileage as a business expense?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q11.1*

Q10.2b What is the mileage allowance?

Section Eleven: Storage, Changing and Associated Facilities

Q11.1 Are lockers and/or storage facilities available to staff who cycle or walk or motorcycle to work?

Cross out box that does not apply Y N *If answered 'N', please go to Q11.2*

Q11.1b How many lockers are available in total?

Q11.1c Are these large enough for the storage of motorcycle equipment? (cross only one box)

Yes *Please go to question 11.1e*
 No *Please go to question 11.1e*
 Some *Please go to question 11.1d*

Q11.1d How many lockers are large enough for the storage of motorcycle equipment?

Q11.1e Please describe any other form of storage available

Q11.1f Are there any rules or restrictions as to who or which group(s) of staff can use the lockers/storage areas? (cross only one box)

Yes *Please go to question 11.1g*
 No *Please go to question 11.2*
 NA *Please go to question 11.2*

Q11.1g Please describe rules or restrictions

Q11.2 Are showers provided on your site for staff who cycle or walk or motorcycle to work?

Cross out box that does not apply Y N *If answered 'N', please go to Q11.3*

Q11.2b How many showers provided are:

Male
 Female
 Shared

Q11.2c Are there any rules or restrictions as to who or which group(s) of staff can use these? (cross only one box)

Yes *Please go to question 11.2d*
 No *Please go to question 11.3*
 NA *Please go to question 11.3*

Q11.2d Please describe rules or restrictions

Q11.3 Are drying/laundry facilities provided? *(cross only one box)*

Yes

No

Section Twelve: Public Transport

Q12.1 Is there a bus stop near the site?

Cross out box that does not apply

Y	N
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If answered 'N', please go to Q12.2

Q12.1b List the number of bus stops within 400m of site/site entrance(s)

Q12.1c Which services currently serve these bus stops?

Q12.1d About the bus stop... (cross only one box per line)

Are there any shelters?

Are they clean?

Are they well lit?

Is there timetable/live travel information?

Are there seats?

Yes	No	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q12.2 Is there a rail station near the site?

Cross out box that does not apply

Y	N
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If answered 'N', please go to Q12.3

Q12.2b List the rail stations within 800m of the site/site entrance(s)

Q12.2c Which train operating companies serve these stations?

Q12.3 Is the site on a travel/fare zone boundary? (cross only one box)

Yes

No

Q12.4 Is a season ticket loan/discounted tickets scheme available to staff?

Cross out box that does not apply

Y	N
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If answered 'N', please go to Q12.5

Q12.4b Please provide details of season ticket loan/discounted tickets scheme

Q12.5 Are there any Park & Ride facilities which could be used to access the site?

(cross only one box)

Yes

No

Q12.6 Are private buses/minibuses run for staff/ visitors?

Cross out box that does not apply

Y

N

If answered 'N', please go to Q13.1

Q12.6b Please provide details of private buses/minibuses (including timetables, pick up points, conditions of carriage and contract details)

Section Thirteen: New Recruits

Q13.1 How many new recruits start at the organisation every year? (approximately)

Q13.2 Is information about travelling to site sent with the invitation to interview?

Cross out box that does not apply

<input type="checkbox"/>	<input type="checkbox"/>
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If answered 'N', please go to Q13.2

Q13.2b What information is made available to them about how to travel to and from the site?

Q13.3 Is travelling to the place of work/business travel discussed as part of the interview?
(cross only one box)

Yes

<input type="checkbox"/>
<input type="checkbox"/>

No

Q13.4 Is an induction pack provided for new starters?

Cross out box that does not apply

<input type="checkbox"/>	<input type="checkbox"/>
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If answered 'N', please go to Q14.1

Q13.4b Is travel to work/for work highlighted or provided? (cross only one box)

Yes

<input type="checkbox"/>
<input type="checkbox"/>

No

Section Fourteen: Travel Information

Q14.1 Is appropriate travel information available for the site? *(cross only one box)*

Yes
No

Q14.2 Is information available from the Travel Plan Co-ordinator? *(cross only one box)*

Yes
No

Q14.3 Is (or previously was) personalised travel planning available for staff?

Cross out box that does not apply Y N *If answered 'N', please go to Q14.4*

Q14.3b Please provide details

Q14.4 Is a site-specific Travel Guide available for this site? *(cross only one box)*

Yes
No

Q14.5 Is information available on the organisation's Internet site? *(cross only one box)*

Yes
No

Q14.6 Is information available on the organisation's Intranet site? *(cross only one box)*

Yes
No

Q14.7 Other

Section Fifteen: Company Policies & Procedures / Human Resources

Q15.1 Does organisational policy identify general conditions of employment regarding travel to and from work? (cross only one box)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q15.2 Is there a policy for business travel? (cross only one box)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q15.3 Is there a policy stipulating conditions for car use during the course of work? (cross only one box)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q15.4 Are any members of staff required to have access to a car during the working day?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q15.5*

Q15.4b How many staff are required to have access to a car?

Q15.5 Is there a policy for company car use?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q15.6*

Q15.5b Who is entitled to a company car? What vehicle choice? Is there a cash alternative?

Q15.5c What is the mileage allowance?

Q15.6 Is there a policy for driver training? (cross only one box)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q15.7 Is there a policy to try to recruit locally?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q15.8*

Q15.7b Recruit from areas accessible by non car modes? *(cross only one box)*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
NA	<input type="checkbox"/>

Q15.8 Are expectations given to new employees regarding travel and car use?

(cross only one box)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q15.9 If a relocation policy exists, does it favour employees choosing to relocate closer to the workplace? *(cross only one box)*

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q15.10 Are any of the following available? *(cross only one box per line)*

	Yes	No
Free rail/bus season tickets	<input type="checkbox"/>	<input type="checkbox"/>
Subsidised rail/bus season tickets	<input type="checkbox"/>	<input type="checkbox"/>
Rail/bus season ticket loans	<input type="checkbox"/>	<input type="checkbox"/>
Clothing allowance (walkers, cyclists, motorcyclists)	<input type="checkbox"/>	<input type="checkbox"/>

Section Sixteen: Visitors

Q16.1 Approximately how many visitors does the site attract? *(enter only one line)*

<input type="checkbox"/>	Weekly
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Yearly

Q16.2 Is travel and access information provided to site visitors?

Cross out box that does not apply

<input type="checkbox"/> Y	<input type="checkbox"/> N
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If answered 'N', please go to Q17.1

Q16.3 What information is provided?

Section Seventeen: Fleet

Q17.1 Does the organisation provide company cars for any of its employees at this site?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q17.2*

Q17.1b How many vehicles?

Q17.1c Approximately how many miles per year do these vehicles travel?

Q17.2 Does the organisation have any fleet vehicles which use this site?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q17.3*

Q17.2b How many vehicles?

Q17.2c Approximately how many miles per year do these vehicles travel?

Q17.3 Does the organisation have an environmental purchase policy for the vehicle fleet?
(cross only one box)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Q17.4 Does the organisation run alternative fuel/fuel technology vehicles?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q17.5*

Q17.4b How many, and of what fuel type(s)? *(enter only one line)*

<input type="text"/>	Biodiesel
<input type="text"/>	Bioethanol
<input type="text"/>	Liquid Petroleum Gas (LPG)
<input type="text"/>	Compressed Natural Gas (CNG)
<input type="text"/>	Electric
<input type="text"/>	Petrol Hybrid

Q17.5 Does the organisation run alternative fuel/fuel technology freight vehicles?

Cross out box that does not apply **Y** **N** *If answered 'N', please go to Q18.1*

Q17.5b How many vehicles?

Section Eighteen: Deliveries

Q18.1 How many deliveries arrive at the site each week? *(approximately)*

Q18.2 What arrangements exist for delivery vehicles to access the site?

Q18.3 Is there a separate entrance for delivery vehicles? *(cross only one box)*

Yes

No

Q18.4 Are deliveries arranged at times other than employee peak arrival and departure times? *(cross only one box)*

Yes

No

Q18.5 Please detail any other arrangements for deliveries to the site

Section Nineteen: Reducing the Need to Travel

Q19.1 Does the organisation adopt 'smart' working practices from list below?
(cross only one box per line)

	Yes	No
Flexi-time	<input type="checkbox"/>	<input type="checkbox"/>
Teleworking	<input type="checkbox"/>	<input type="checkbox"/>
Teleconferencing	<input type="checkbox"/>	<input type="checkbox"/>
Audioconferencing	<input type="checkbox"/>	<input type="checkbox"/>
Compressed working week	<input type="checkbox"/>	<input type="checkbox"/>
Home working	<input type="checkbox"/>	<input type="checkbox"/>
Hot-desking	<input type="checkbox"/>	<input type="checkbox"/>

Q19.2 Are services available on site? (such as dry cleaning, bank, post office, sandwich delivery etc.)

Cross out box that does not apply **Y** **N** If answered 'Y', please go to Q19.2b

Q19.2b Briefly describe services available on site

The site audit is complete

THANK YOU FOR YOUR CO-OPERATION