



MARCH 2017

Travel Plan

Unit 7, Barnsley Trade Park, Wombwell Lane, Barnsley

Iceni Projects Limited on behalf of
Howdens Joinery Properties Limited

March 2017

ICENI PROJECTS LIMITED
ON BEHALF OF HOWDENS
JOINERY PROPERTIES
LIMITED

Iceni Projects

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Travel Plan
UNIT 7, BARNSELEY TRADE PARK, WOMBWELL LANE,
BARNSELEY

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1. INTRODUCTION

- 1.1 Icen Projects Ltd has been appointed by Howdens Joinery Properties Ltd to provide transportation advice with regard to a development at Unit 7, Barnsley Trade Park in Wombwell Lane, Stairfoot, Barnsley, S70 3PA.
- 1.2 The site was granted planning permission on 27th July 2015 (Application Reference: 2015/0885), however, a Travel Plan (TP) has been prepared in order to discharge condition No. 6. A framework TP was submitted to Barnsley Metropolitan Borough Council (BMBC) which was accepted and as a result discharged the first part of Condition 6, however, the second part requires the provision of a full TP to include additional details on a number of points.
- 1.3 The principle aim of this TP is to reduce the dependence on the private car for staff, and to offer wider travel choices for journeys to the development. This Plan should be viewed as a long-term strategy, based on the development of sustainable measures intended to achieve this future goal. The TP will be implemented within 6 months of the occupation of the development.
- 1.4 The overall target of this TP is to achieve a 20 per cent reduction in single occupancy car journeys to the development within five years of the facility opening. Detailed targets for actions and modal shifts are contained within this document and will be completed within the timescales identified.

What is a Travel Plan?

- 1.5 Every development has potential implications for local transport systems to a lesser or greater degree. The way that these implications are managed is fundamental to the scale of transport effects associated with the development.
- 1.6 TPs are an important element of the Government's integrated transport strategy and are a means of managing the traffic generated by a development and implementing measures to reduce any identified adverse effects of such traffic.
- 1.7 A TP is essentially a series of initiatives that are introduced by an organisation to provide all users of a site with an enhanced range of sustainable transport opportunities. The overriding objectives of TPs are to reduce the level of single occupancy car use for all journeys and to maximise the use of other sustainable forms of travel such as walking, cycling, and public transport.

Benefits of a Travel Plan

- 1.8 The most easily identifiable benefits of a TP are those that are directly related to reductions in vehicle use; namely proportionally less congestion, noise, air pollution and accidents.
- 1.9 There is, however, also a broader range of more intangible benefits that can accrue from the implementation of TP initiatives. Depending on the characteristics of each development, such benefits can include:
- Healthier employees;
 - Energy savings – through reduced fossil fuel use;
 - Improved use of public transport – through TP initiatives;
 - An improved environment for pedestrians and cyclists;
 - Cost savings – to employees as travel becomes more efficient; and
 - Improved quality of life – through time savings achieved as a result of less congestion and reduced stress
- 1.10 The aim of the TP for the site is to help to reduce the number of single-occupancy staff car trips and is intended to achieve the objectives listed previously.

2. SUSTAINABLE TRAVEL MODES

Site Location

- 2.1 The development site is located within the Barnsley Trade Park in Stairfoot, Barnsley. The site is located off the A633 Wombwell Lane, Stairfoot and is within a predominantly commercial area, approximately 3.5km south east of Barnsley Town Centre. A site location plan is attached at **Appendix A1**.
- 2.2 The opening hours of the unit are as follows:
- Monday – Friday: 07:00 – 17:00
 - Saturday: 07:00 – 12:00
 - Sundays: Closed
- 2.3 Howdens have confirmed that there will be 8 employees at this depot. The employee shift patterns will follow the opening hours as set out above.

Local Highway Network

- 2.4 Vehicular access to the site is provided via the existing Barnsley Trade Park service road, which links with the A633 Wombwell Lane. The service road runs for approximately 140m from the junction with the A633 to the application site access point. The service road is a two-way single carriageway approximately 6.5m wide and provides 2m wide footways on both sides.
- 2.5 The A633 Wombwell Lane forms part of the arterial road network within Barnsley and runs for approximately 10km linking Athersley to Brampton. The A633 provides access to a number of distributor roads, residential side roads and individually served residential properties, and is subject to a 40mph speed limit within the vicinity of the site.

Sustainable Travel Opportunities

Rail

- 2.6 Barnsley Station is located approximately 4.1km to the north west of the site, and is accessible within a 16 minute cycle. Barnsley Station is served by Northern Railway, which is the primary train operator in Northern England and provides access to a range of destinations including Nottingham, Leeds, Huddersfield and Sheffield. A full network map is provided at **Appendix A2**.

Bus

- 2.7 The closest bus stops are located within approximately 180m walking distance of the site, on the A633 Wombwell Lane. There are also a number of further bus stops located within the vicinity of the site, with the plan at **Appendix A3** demonstrating the locations of bus stops located within a 400m distance of the site. **Table 2.1** below details the relevant services available from these stops, with a route map included at **Appendix A3**.

Table 2.1 Bus Routes / Frequency

Service	Route	Frequency
22X	Barnsley - Rotherham	Every 15 mins
203	Barnsley - Doncaster	Every hour
222	Barnsley - Mexborough	Every 30 mins
226	Barnsley - Thurnscoe	Every 30 mins
X20	Barnsley - Doncaster	Every hour

Notes: Information taken from Traveline. Correct at time of writing report.

- 2.8 Furthermore, **Table 2.2** below sets out the full list of destinations available from these bus services.

Table 2.2 Bus Routes / Frequency

22X	203	222	226	X20
Barnsley Town Centre	Barnsley Town Centre	Barnsley Town Centre	Barnsley Town Centre	Barnsley Town Centre
Kendray	Stairfoot	Kendray	Kendray	Wombwell
Stairfoot	Wombwell	Stairfoot	Stairfoot	Old Moor
Wombwell	Brampton	Wombwell	Wombwell	Manvers
Brampton	Goldthorpe	Brampton	Brampton	Mexborough
West Melton	Thurnscoe	West Melton	West Melton	Denaby Main
Wath upon Dearne	Clayton	Wath upon Dearne	Wath upon Dearne	Conisbrough
Manvers	Hooton Pagnell	Newhill	Manvers	Warmsworth
Swinton	Scawthorpe	Manvers	Bolton-upon-Deerne	Balby
Warren Vale	Doncaster	Swinton	Goldthorpe	Doncaster
Rawmarsh	-	Mexborough	Highgate	-
Parkgate	-	-	Thurnscoe	-
Rotherham	-	-	-	-

Notes: Information taken from Traveline. Correct at time of writing report.

- 2.9 In summary, the bus stops within the vicinity of the development site provide frequent services to a range of destinations in the local area, including local shops and railway stations. It is therefore considered that employees have ample opportunity to travel to and from the site by bus, and there is good coverage around the shift times.

Pedestrian

- 2.10 Pedestrian access to the site exists via the footways that are provided on both sides of the service road and provide a connection to Wombwell Lane. There is a large residential catchment within 2km of the site which is accessible by safe, well-lit routes with crossing facilities including dropped kerbs and zebra crossings provided. **Appendix A4** provides both 1.2km and 2km isochrones centred around the site demonstrating the full range of dwellings available within walking distance.

Cycling

- 2.11 The whole of Barnsley Town Centre, in addition to the settlements of Ardsley, Darfield, Wombwell, Worsborough, Gawber, Pognoor, Smithies, Monk Bretton and Cudworth is within 5km of the site and is, as such, within an acceptable cycling distance. Furthermore, National Cycle Route 67 runs adjacent to Wombwell Lane and is therefore easily accessible from the site. This route provides a cycle link to Loughborough and National Route 71. This cycle route also forms part of the Trans Pennine Trail. It is therefore considered that there is good opportunity for travelling to / from the site by cycling.
- 2.12 The 5km and 8km isochrones attached at **Appendix A5** demonstrate the extent of residential dwellings, and various services / amenities, accessible within cycling distance of the site. **Appendix A5** also contains a cycle route map demonstrating the cycle routes available to and from the site.

3. OBJECTIVES AND TARGETS

The Focus of the Travel Plan

- 3.1 This TP is focussed on employees of the site and the majority of measures proposed are intended to encourage them to vary, or change, from the likely reliance on private car travel.
- 3.2 This focus has been adopted because the Government's main focus for TPs has been towards residents and employees, and it is considered more feasible to evaluate travel patterns and successfully implement quantifiable initiatives with employees than with the more variable visitor trips, especially given the nature of Howdens customers who often purchase bulkier goods, therefore requiring a private vehicle. Being tradespeople they will travel to the site in their work van.

Objectives

- 3.3 There are a number of objectives that the implementation of the TP is intended to fulfil:
- To influence the travel behaviour of employees;
 - To generate fewer single-occupancy car trips than would otherwise be the case by encouraging a modal shift in travel;
 - Reduction in overall mileage;
 - To help improve the health of employees; and
 - Accommodating those journeys that need to be made by car.
- 3.4 In order to achieve these objectives, measures will be implemented as detailed in **Section 5** of this report.

Targets

- 3.5 Targets are measurable goals which are set in order to assess whether the objectives of the plan have been achieved. They need to be realistic and time-bound and take into account the particular circumstances and location of the Site. At the same time they should demonstrate significant positive change over what would be seen if no TP were adopted.
- 3.6 In order to determine suitable targets for the development, it is essential that the baseline conditions are established. This will be achieved by the Travel Plan Co-ordinator undertaking an informal Baseline Travel Survey within 6 months of the site becoming occupied. This information

will guide the production of targets for the development. This will be in the form of a staff questionnaire which will be undertaken to establish the existing travel patterns. The questionnaire will be undertaken at a staff meeting and, as such, a 100% response rate is expected. As part of this TP, the questionnaire will then be undertaken on the 1st, 3rd and 5th anniversary to monitor staff travel habits. A sample questionnaire has been attached at **Appendix A6** of this report.

- 3.7 In lieu of baseline information specific to this development being available for interrogation, initial targets have been set to give an indication of the impact that the Travel Plan will have on multi modal trips.
- 3.8 Based on evaluation of similar sites and using the primary objectives of the TP, the key TP targets are outlined in **Table 3.1**.

Table 3.1 Travel Plan Targets

Objective	Target
Reduction of single occupancy car traffic movements to and from the site.	20% reduction in 5 years
Influence the travel behaviour of employees / help improve the health of employees.	TPC to ensure employees are informed about their choice of travel and provided with updated details on sustainable travel modes. Increase the use of these modes by a total combined 20%

- 3.9 The targets will be monitored over the course of the TP and will be reviewed if necessary. Given that there will only be 8 staff employed at the site, it is likely that staff changes will influence the results, but this can be considered as part of the monitoring process.

4. TRAVEL PLAN MANAGEMENT

4.1 In order to ensure that the TP is as successful as possible it is essential that it is managed in such a way that all parties are aware of the aims and objectives and also the options available to them in terms of travelling to the site using sustainable modes of transport. It is essential that there is a point of contact for employees and the Local Planning Authority (LPA) and also a driving force behind the implementation of the measures contained within the plan.

4.2 To achieve this, a Travel Plan Co-ordinator (TPC) will be appointed. The TPC will be a member of staff and part of the on-site team. The TPC contact details are as follows:

Gavin Allen
Howdens Joinery Co,
Barnsley Trade Park
Wombwell Lane,
Barnsley
07866 423860
Gavin.allen@howdens.com

The Travel Plan Co-ordinator and Associated Support

4.3 The TP will be implemented under the control of a TPC, who will work in conjunction with the LPA, the local community and other interested parties for continuing progression of the TP.

4.4 The role of the TPC will be as follows:

- To provide overall management of the measures proposed as part of this TP;
- To promote and encourage the use of travel modes other than the private car;
- To provide a point of contact and travel information for employees of the site;
- To ensure that all relevant information is provided to all employees and that up-to-date information is clearly displayed on notice boards within the site;
- To promote car-sharing for staff at the site;
- To arrange for travel surveys to be undertaken when necessary; and
- To provide a point of contact with transport operators and officers of the LPA and work with other local businesses to pursue joint plans and initiatives where relevant.

Monitoring and Review Mechanisms

- 4.5 An objective of TPs is that there will be an on-going improvement process including annual monitoring to be conducted at the end of each year for a 5 year period following the opening of the unit. The whole TP will then be reviewed in consultation with the local authority. The TPC will form a contact point for communication with the local authority and will provide annual monitoring reports which will include:
- A summary of the Interim Travel Survey results including commentary on the year on year change;
 - A summary on changes in personnel and staff numbers;
 - A summary of events and promotions undertaken in the year; and
 - A summary of the plan for the forthcoming year.
- 4.6 The travel habits of employees will act as the baseline data with regular monitoring being undertaken so that an indication of changes over time can be assessed.
- 4.7 If, at the end of the 5th year, the specific targets are not met the measures will be reviewed and re-implemented if it is deemed necessary following consultation with BMBC. It should be borne in mind that the low number of staff does limit the number of people who will be able to change mode, which will influence the ability to reach targets.

Sustaining Interest

- 4.8 It is important to sustain interest and commitment to the TP to ensure its success. The TPC should be proactive in ensuring information is available and up-to-date and ensure that employees are aware of the TP and the travel options available to them. The provision of employee welcome packs, involvement in national and regional events will assist in sustaining interest in sustainable travel, with members taking an active role in promoting and encouraging active travel.

On-going Marketing

- 4.9 The TP will be launched on the opening of the site and will be continually marketed through the provision and updating of travel information and leaflets, which will be provided to the employees at their induction stage and copies provided within staff areas. The information contained within the travel packs will be periodically reviewed and updated and reissued as appropriate.

Funding

- 4.10 The implementation of the TP is to be funded by the Howdens Joinery Properties Ltd, who is fully committed to the implementation of the TP and will provide all reasonable necessary funding to work towards the agreed targets / measures. This will also include all costs associated with the implementation, surveys, management, marketing and monitoring of the Travel Plan.
- 4.11 Howdens will set aside £2,000 to cover the cost of funding the TP during the first year of its operation, which will ensure that the measures proposed can be implemented. This figure will then be reviewed by the TPC at the end of each respective year to allocate further funding if required.
- 4.12 The on-going monitoring of the Travel Plan measures will illustrate their effectiveness in meeting the objectives of the Plan. In the event that the Travel Plan is not on track to meet its targets the annual review will outline any additional or remedial measures that may be used to get back on track. Remedial measures could include:
- Allocation of resources for further promotional activities;
 - Funding further improvements to infrastructure for non-car modes, such as additional cycle parking spaces for employees.

5. TRAVEL PLAN INITIATIVES

- 5.1 In order to ensure that the opportunities for modal shift can be realised there are a number of measures that will be implemented and encouraged by the occupiers. However, it must be recognised that given the small employment area, which will facilitate 8 employees, the effectiveness to influence change is in reality limited.

General Measures

- M1** All employees will be provided with a 'Welcome Pack' when they join the company. This pack will contain information to raise awareness of the sustainable travel initiatives that will be implemented through this travel plan, as detailed below. The welcome pack will also contain contact details for the TPC should employees have any questions.
- M2** The TPC will promote national and regional events including 'Walk to Work Week', 'Cycle Week' and 'Car Share Day' along with any other events deemed appropriate.

Measures to Reduce Car Use for Employees

- M3** It is accepted that modal changes are more easily achieved for short journeys. As such, where possible, recruitment of staff will be concentrated on those living locally. Job vacancies will therefore be advertised in the local press and at the local job centre. Notwithstanding, for some roles, particularly more senior ones, it may not always be possible to recruit locally.
- M4** For those colleagues who do live further out from the site and have to drive, the TPC will encourage car sharing to reduce the number of trips. The TPC will ensure that employees are aware of CarShareSouthYorkshire (www.southyorkshire.liftshare.com)
- M5** The TPC will advise employees of the costs, both in an economic and environmental sense associated with running a car.

Measures to Promote Public Transport

- M6** Disseminate up-to-date public transport information on site including routes, timetables and fares for local services;
- M7** Encourage staff living along bus routes / train stations to use these modes of transport;

Measures to Promote Walking

5.2 In order to overcome the common concerns that discourage people from walking, it is important that a positive attitude to walking to work is adopted and facilities provided to ease walking to work.

5.3 The site is also located within the catchment of a residential area, and, therefore, there is the potential for walking to be a popular mode of travel for employees. Furthermore, the TPC will encourage those employees living within a 2km catchment of the site to walk to / from the unit. The TPC will undertake the following measures to promote walking:

M8 Produce a map illustrating safe walking routes to common destinations, crossing points and public transport facilities.

M9 Raise awareness of health benefits of walking via posters, leaflets and / or events;

M10 Identify any problems with external pedestrian routes and liaise with the local authority and highway authority to encourage maintenance of all pedestrian routes to a high standard;

M11 Keep a store of pool umbrellas on site for use by staff who walk to / from work

Measures to Promote Cycling

5.4 In order to overcome the common concerns that discourage people from cycling, it is important that a more positive attitude to cycling is adopted, backed by the provision of secure parking and changing facilities.

5.5 The TPC will encourage those employees living within 5km of the site to cycle. The TPC will undertake the following measures to promote cycling:

M12 Maintain the secure and covered cycle parking provided at the site;

M13 Monitor demand of facilities to ensure that there is a sufficient provision;

M14 Raise awareness of health benefits of cycling through continual publicity;

M15 Provide cycle route maps;

M16 Keep a supply of basic cycle maintenance equipment on site e.g. pump, puncture repair kit etc.

M17 Identify any problems with external cycle routes and liaise with the local authority and highway authority to encourage maintenance of all cycle routes to a high standard.

6. ACTION PLAN

- 6.1 The below table sets out an action plan for the proposed measures contained within the previous section, including timescales and responsibility.

Table 6.1 Action Plan

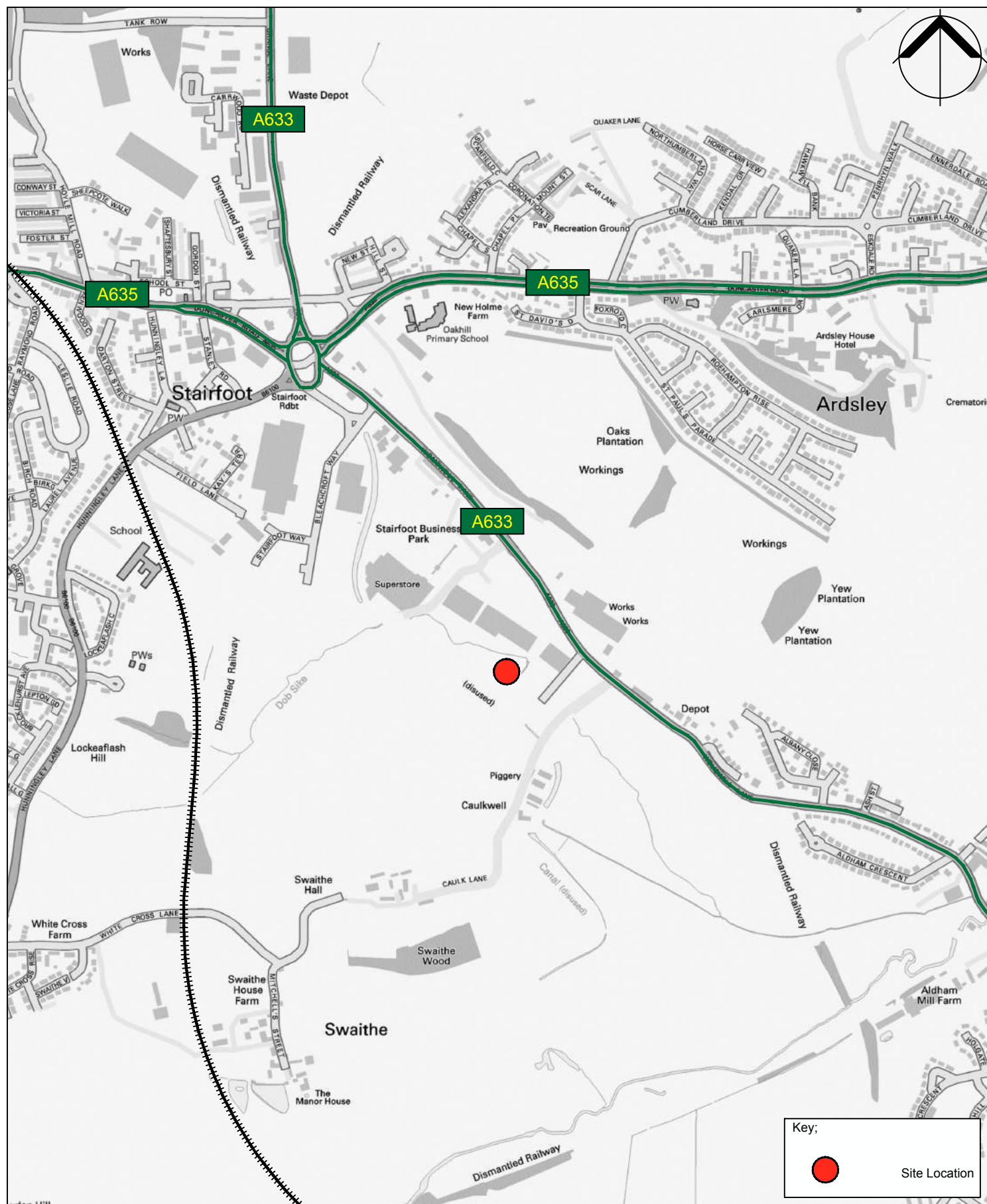
Measure	Measures Proposed	Timescale	Responsibility
M1	Provision of a 'Welcome Pack' to all new employees	On-opening and on-going	TPC
M2	Promotion of national and regional events	On-going	TPC
M3	Concentrate recruitment within local areas	On-opening and on-going	Howdens
M4	Provide information to staff about car sharing schemes including CarShare South Yorkshire	On-going	TPC
M5	Provide information regarding negative benefits of driving	On-going	TPC
M6 & M7	Disseminate up-to-date public transport information including routes, timetables and fares	On-going	TPC
M8 & M15	Produce a map illustrating safe walking and cycling routes to common destinations, crossing points and public transport facilities	On-opening	TPC
M9 & M14	Raise awareness of health benefits of sustainable travel via posters, leaflets and/or events	On-going	TPC
M10 & M17	Identify problems with external pedestrian and cycle routes and liaise with LA to encourage necessary maintenance	On-going	TPC
M11	Keep a store of pool umbrellas on site for use by staff	On-opening	Howdens
M12	Maintain the cycle parking provided at the site	On-going	TPC / Howdens
M13	Monitor use of cycle parking to ensure there is sufficient provision	On-going	TPC
M16	Keep a supply of basic cycle maintenance equipment on site	On-opening	Howdens

7. SUMMARY AND CONCLUSIONS

- 7.1 The objective of this Travel Plan is to encourage staff to travel to the development by alternative means of transport to the private car. The plan sets out initiatives to provide information to employees to encourage alternate means of transport to the site.
- 7.2 The monitoring and review process will ensure the Plan remains a live document and will sustain the necessary efforts for it to reach its objectives.
- 7.3 The TP will be managed by the TPC who will maintain a consistent presence on the site and ensure that employees are on track to achieve the objectives and they have the latest information regarding sustainable travel.

A1. SITE LOCATION PLAN

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Client	Howdens Joinery Properties Limited	Project No.	16-T067	Drawing No.	01
Project	Howdens, Unit 7 Barnsley Trade Park, Wombwell Lane, Barnsley	Scale @ A4	1:10,000	Date	10/10/2016
Title	Site Location Plan	Drawn By	Checked By	Approved By	
		NM	TG 10/10/2016	RJ 10/10/2016	

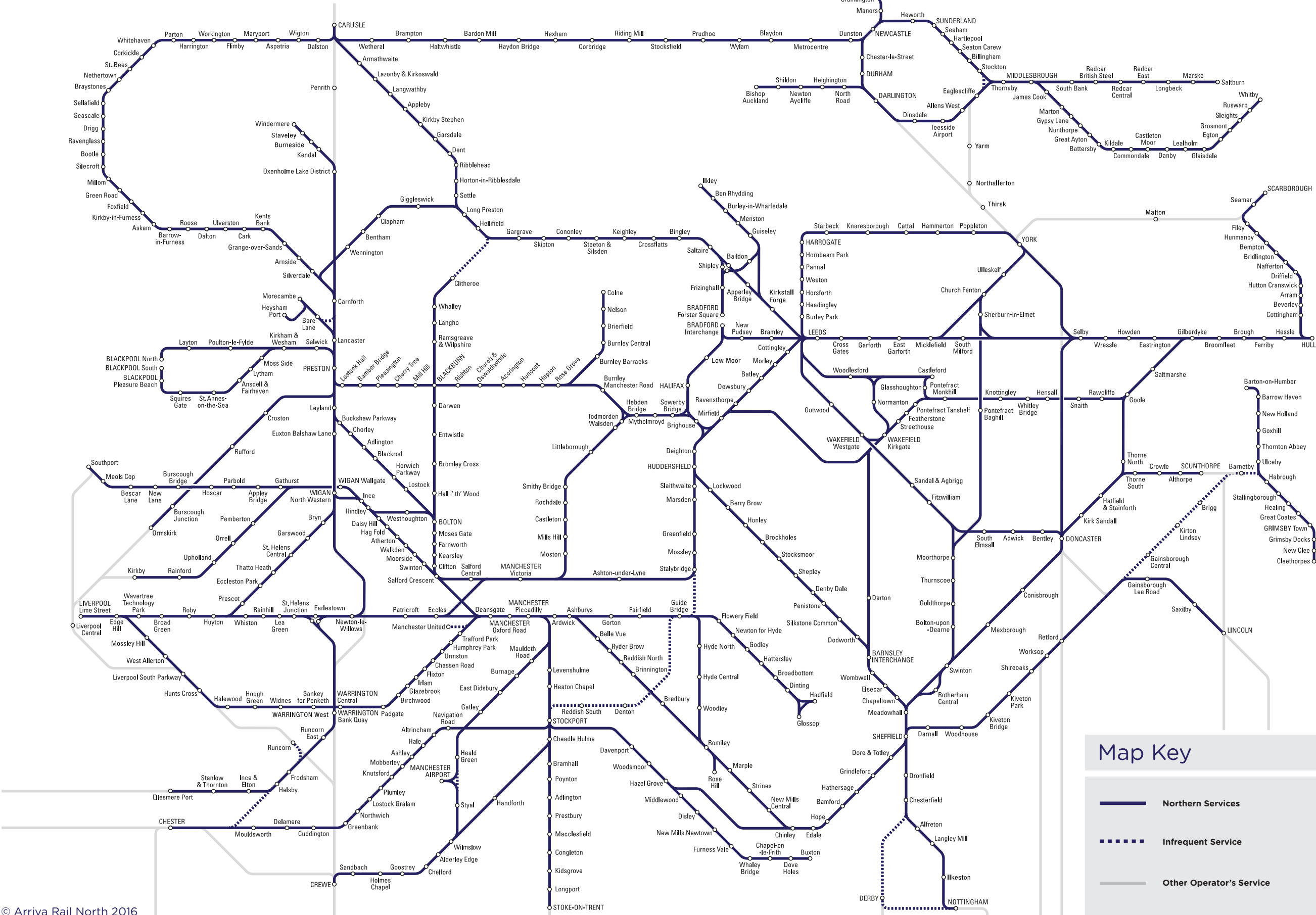
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A2. RAIL NETWORK MAP

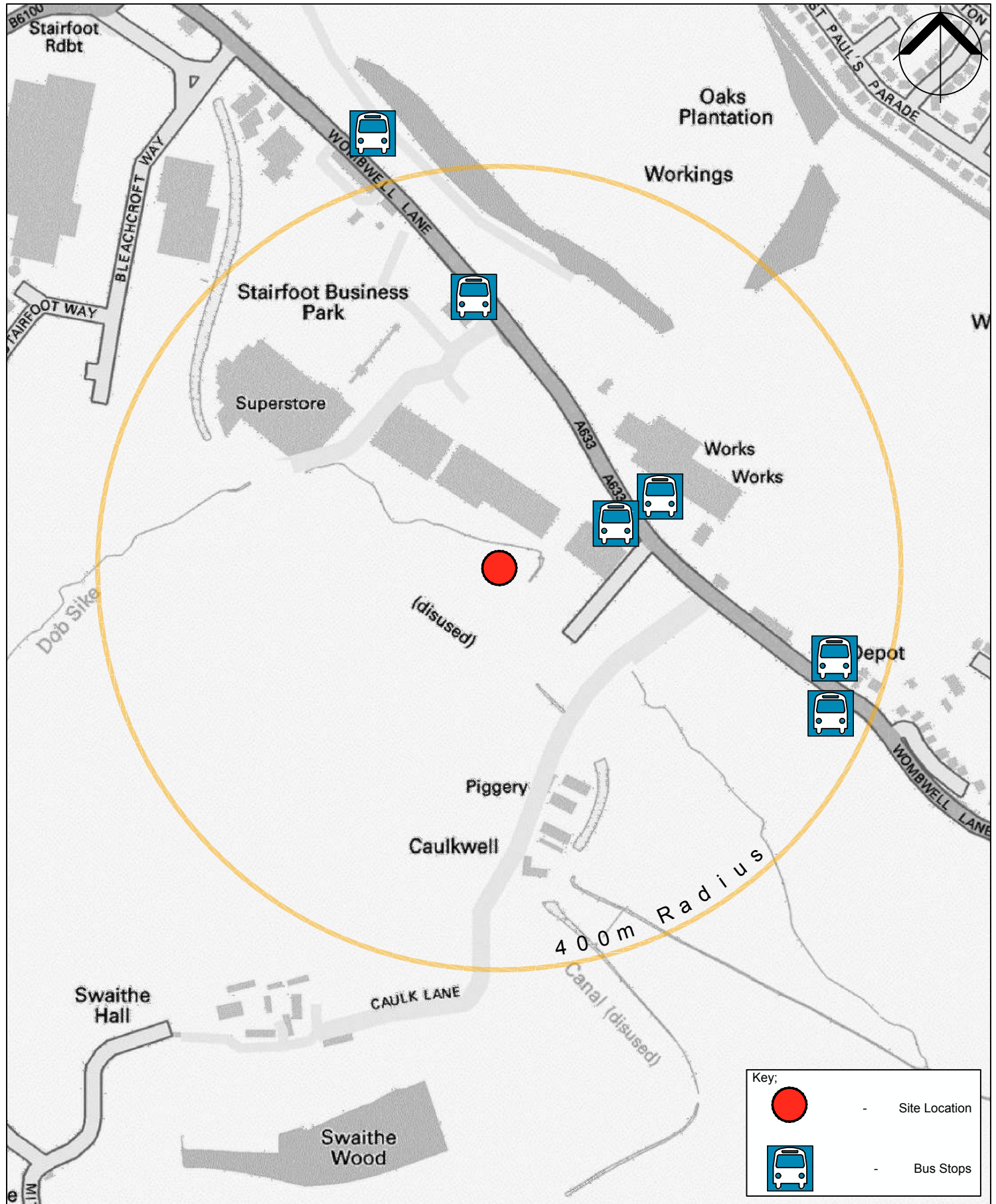
Our Network...



Map Key

- Northern Services
- Infrequent Service
- Other Operator's Service

A3. BUS INFORMATION



Client Howdens Joinery Properties Limited

Project No.
16-T067

Drawing No.
02

Project Howdens, Unit 7 Barnsley Trade Park,
Wombwell Lane, Barnsley

Scale @ A4
1:5,000

Date
10/10/2016

Title
Bus Stop Plan

Drawn By
NM

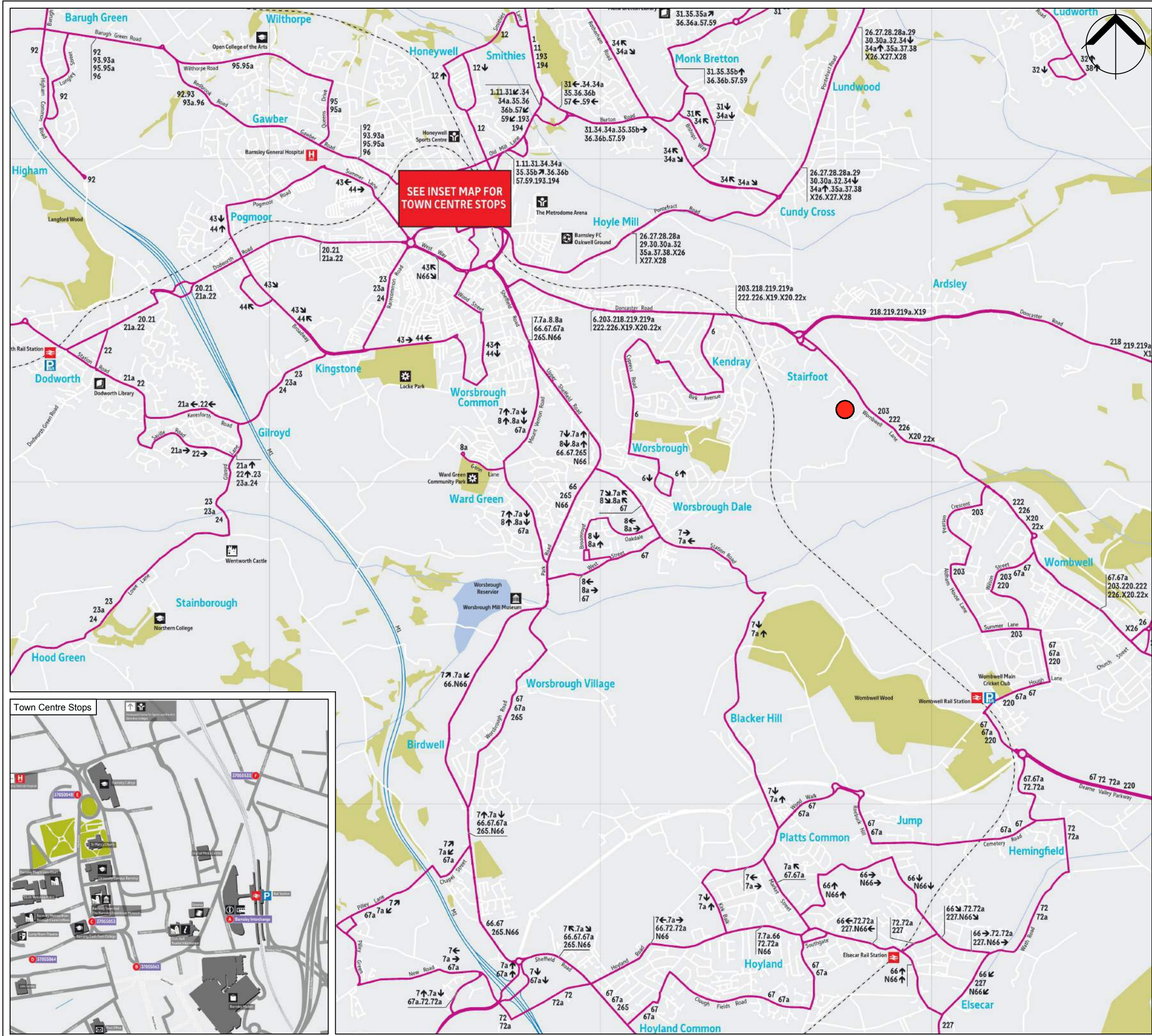
Checked By
TG
10/10/2016

Approved By
RJ
10/10/2016

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Notes;
1.This drawing is based upon Barnsley Public Transport Map supplied by Travel South Yorkshire and Iceni Projects Ltd. shall not be liable for any inaccuracies or deficiencies. For more information visit travelsouthyorkshire.com

Key;
 Site Location

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Client

Howdens Joinery Properties Limited

Project
Howdens,
Unit 7, Barnsley Trade Park
Wombwell Lane, Barnsley

Title
Bus Route Map

Drawn By NM	Checked By TG 11/10/2016	Approved By RJ 11/10/2016
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Scale @ A3 NTS	Date 11/10/2016
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Project No. 16-T067	Drawing No. 06	Rev. -
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A4. WALKING ISOCHRONE



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Key;

Site Location

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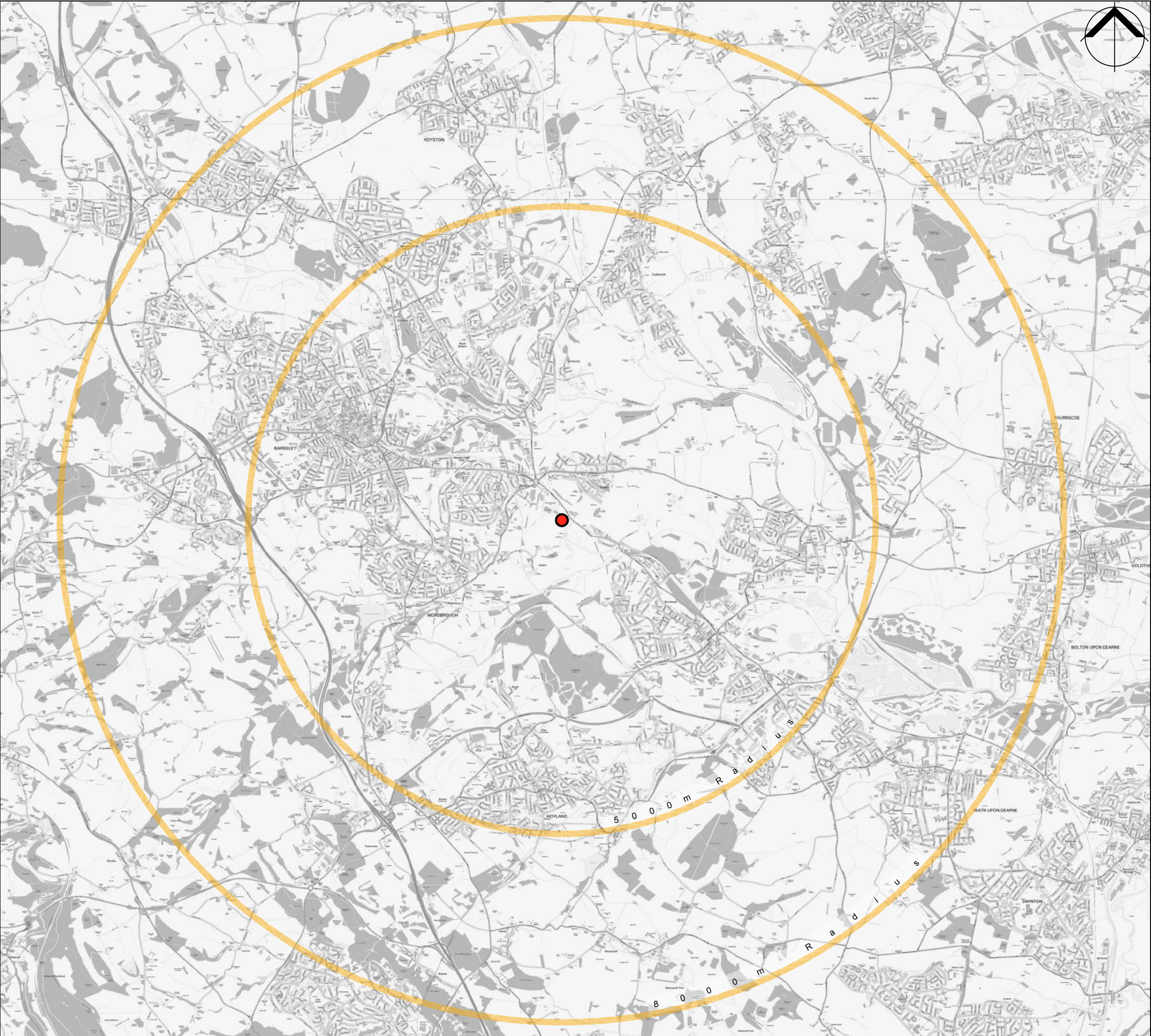


Client	Howdens Joinery Properties Limited		
Project	Howdens, Unit 7 Barnsley Trade Park, Wombwell Lane, Barnsley		
Title	Walking Isochrone (1.2km and 2km)		

Drawn By NM	Checked By TG 10/10/2016	Approved By RJ 10/10/2016
Scale @ A3 NTS	Date 10/10/2016	
Project No. 16-T067	Drawing No. 03	Rev. -

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A5. CYCLING ISOCHRONE



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 Site Location

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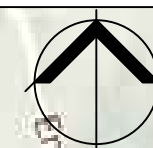


Client		
Howdens Joinery Properties Limited		
Project		
Howdens, Unit 7 Barnsley Trade Park Wombwell Lane, Barnsley		
Title		
Cycling Isochrone (5km and 8km)		
Drawn By	Checked By	Approved By
NM	TG	RJ
10/10/2016		10/10/2016
Scale @ A3		Date
NTS		10/10/2016
Project No.	Drawing No.	Rev.
16-T067	04	-

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> **Key**

-  Traffic-free route on the National Cycle Network
-  Traffic-free route not on the National Cycle Network
-  On-road route on the National Cycle Network
-  On-road route not on the National Cycle Network
-  Access to the path for everyone
-  Access to path only for pedestrians



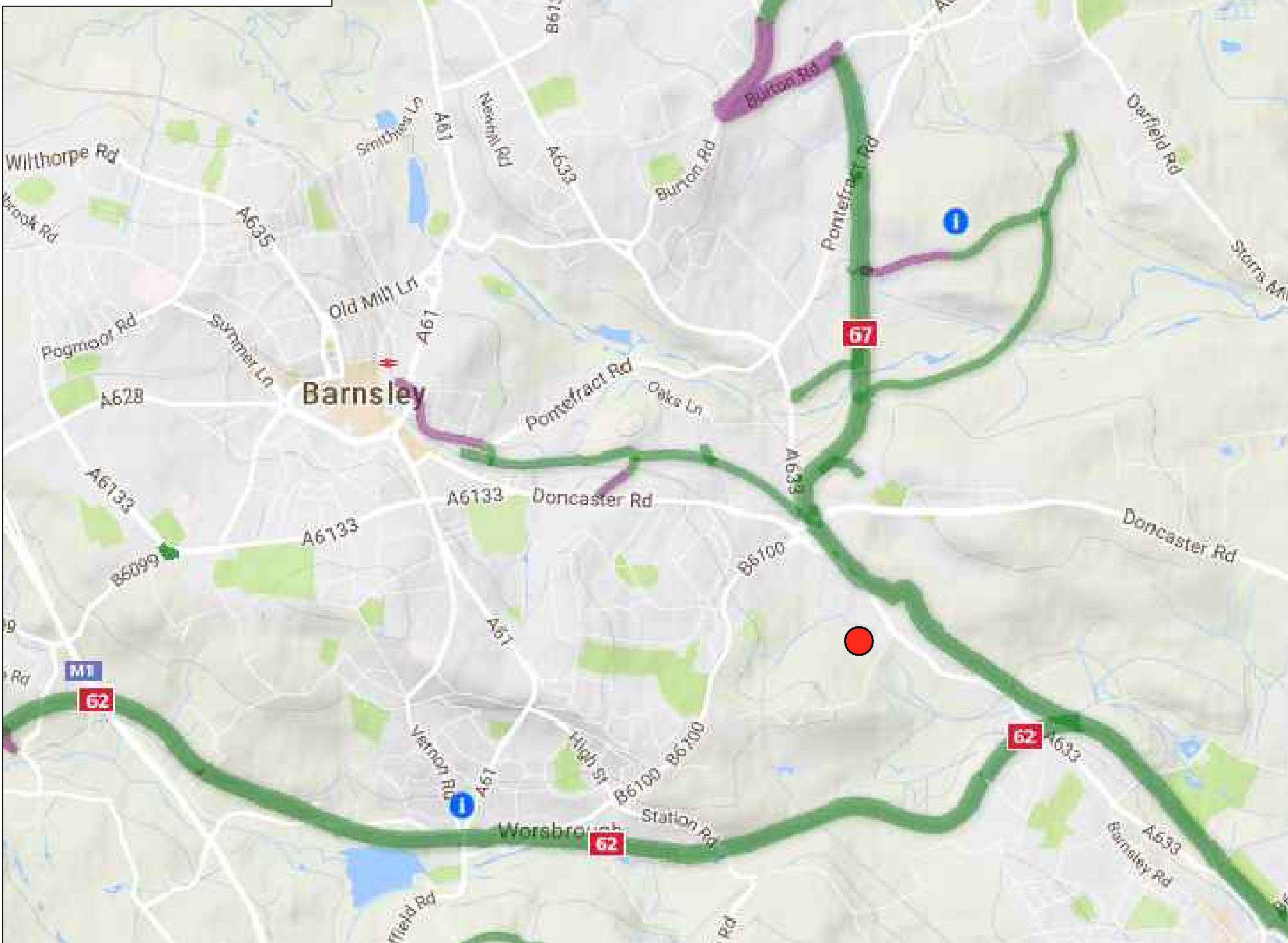
Notes;

1. This drawing is based upon map provided by sustrans and Icen
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For more up to date information visit: <http://www.sustrans.org.uk>

Key;



Site Location



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Client

Howdens Joinery Properties Limited

Project

Howdens,
7, Barnsley Trade Park
Hambwell Lane, Barnsley

Title

Cycle Route Map

Drawn By NM	Checked By TG 11/10/2016	Approved By RJ 11/10/2016
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Scale @ A3	Date
NTS	11/10/2016

Project No.	Drawing No.	Rev.
16-T067	05	-

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A6. EXAMPLE QUESTIONNAIRE

Travel Questionnaire

We are undertaking this survey in order to understand the travel behaviour to and from the site. We would be grateful if you could complete the following questionnaire in order that we can ascertain how people travel to the site. Your answers will be treated in confidence and will not be disclosed to third parties. The purpose of this survey is to assist in future planning and as such, your answers are very important to us.

1. Your postcode
2. Do you have access to a car? ☐ Yes ☐ No
3. Do you have a full driving licence? ☐ Yes ☐ No
4. How do you normally travel to the site? (Tick one box only)
 - ☐ Car driver (where do you park?.....)
 - ☐ Car passenger (where do they park?.....)
 - ☐ Dropped off by car driver ☐ Bus (which route(s).....)
 - ☐ Walk ☐ Bicycle
 - ☐ Train ☐ Underground
 - ☐ Motorcycle ☐ Other (.....)

If you do not drive to the site, please ignore the remaining questions.

5. If you currently drive to the site, could you in theory use any of the following options instead? (Tick all that apply)

- ☐ Walk ☐ Cycle ☐ Bus
- ☐ Train ☐ Car-share
- ☐ None of these **(if this is the case, please do not answer any more questions)**

6. Would you be prepared to travel using any of the options that are potentially available?

☐ Yes

☐ No (Please give reasons - tick all that apply)

☐ Distance from the site

☐

Cost

☐

Inconvenience

☐ Personal security

☐

Lack of pedestrian routes

☐ Lack of cycle routes

☐

Frequency of public transport

☐ Medical

☐

Other

7. What would encourage you to use other modes of transport to get to the site? (Tick all appropriate)

☐ Improved cycle routes

☐

Improvements to bus services

☐ Improved cycle storage

☐

Improved pedestrian routes

☐ Walking buddy scheme

☐

Improved facilities at the site
(showers/lockers)

☐ Other

Thank you for completing this questionnaire.

Please return the completed form to [insert name of relevant person]

Please note: Icen Projects Limited take no responsibility for any actions arising from the use, or implementation, of this travel questionnaire