**Application to join the Travel Plan Network (TPN)**

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| 1. **Contact Information**
 |
| **Organisation Name** |  |
| **Nature of Business** |  |
| **Address of main site in West Yorkshire**  |  |
| **Number of employees at the main site** |  |
| **Any other sites in West Yorkshire?**  |  **Yes ☐ No ☐** |
| **If yes how many sites?**  |  |
| **Contact 1** | **Name and Job title:** |  |
| **Email address:** |  |
| **Phone number:** |  |
| **Contact 2** | **Name and Job title:** |  |
| **Email address:** |  |
| **Phone number:** |  |
|  |
| 1. **What is your main reason for wishing to join the TPN? (tick all that apply)**
 |
| **Networking opportunities** | **☐** |
| **Access to business support offers in Leeds City Region** | **☐** |
| **To recommend to your customers** | **☐** |
| **Corporate MCard Discount (12%)** | **☐** |
| **Business Travel Pass** | **☐** |
| **Support with promoting cycling** | **☐** |
| **Support with promoting walking** | **☐** |
| **To explore car sharing options (**[**www.wycarshare.com**](http://www.wycarshare.com)**)** | **☐** |
| **City Car Club offers (**[**www.citycarclub.co.uk**](http://www.citycarclub.co.uk)**)** | **☐** |
| **To support in the relocation of your organisation**  | **☐** |
| **To support a planning application** | **☐** |
| **Recommendation by a Local Authority**  | **☐** |
| **Other (please specify)** |  |

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| 1. **Where did you hear about the TPN?**
 |
| **Website** | **☐** |
| **Word of mouth** | **☐** |
| **Newsletter** | **☐** |
| **A local authority**  | **☐** |
| **Friends/ Employees** | **☐** |
| **Social Media** | **☐** |
| **Messages at bus stops and stations** | **☐** |
| **Other (please specify)** |  |
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| 1. **Policies and Plans (if applicable)**
 |
|  | **Yes** | **No** |
| **Does your organisation have a written travel plan as a company document?** | **☐** | **☐** |
| **Does your organisation have a legal obligation to deliver a travel plan through Planning?** | **☐** | **☐** |
| **Does your organisation have a business travel policy (to cover recommended use of sustainable travel options for some journeys)?** | **☐** | **☐** |
| **Does your organisation provide travel pages on your website or intranet site with links to journey planners and/or travel information on staff noticeboard?** | **☐** | **☐** |
| **Does your organisation participate in other corporate travel schemes?****If yes please state the provider e.g. Northern Rail, First, Arriva etc.** | **☐** | **☐** |
| **Does your organisation offer the cycle to work scheme (tax efficient cycle purchase scheme for employees)?** | **☐** | **☐** |
| **Does your organisation promote the free car sharing website for West Yorkshire - wycarshare.com?** | **☐** | **☐** |
| **Do you have fleet management including smarter driving training for company vehicle drivers?** | **☐** | **☐** |
| **Do you have provision of flexible working options e.g. home working, flexi time schemes etc.?**  | **☐** | **☐** |
| **Please give an indication of the type of working patterns at the main site** | **5 days/ week 24 hours/ day****7 days/ week 1 shift** **2 shifts** **9-5 pattern****Other**  |
|  |
| 1. **In the last two years have you completed a Travel Survey?**

**Yes ☐ No ☐** **If Yes please complete the below table, if No, please leave blank** |
| **Method of Travel** | **Percentage of staff** |
| **Single occupancy car** |  |
| **Car Share** |  |
| **Train** |  |
| **Bus** |  |
| **Cycle** |  |
| **Walking** |  |
| **Powered two wheeler (e.g. motorbike)** |  |
| **Other**  |  |

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| 1. **Site information. Please complete the table for your site(s) in West Yorkshire with more than 50 employees**
 |
|  | **Site Name** | **Post Code** | **Number of employees** | **Type of operation/ land use**  |
| **Site 1** |  |  |  |  |
| **Site 2** |  |  |  |  |
| **Site 3** |  |  |  |  |
| **Site 4** |  |  |  |  |
| **Site 5** |  |  |  |  |
| **Site 6** |  |  |  |  |
| **Site 7** |  |  |  |  |
| **Site 8** |  |  |  |  |
| **Site 10** |  |  |  |  |

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| 1. **Site Information**
 |
| **Site Number**  |
|  | **Yes** | **No** |
| **Does your organisation own the site from which it operates?**  | **☐** | **☐** |
| **Do you manage your own site facilities?** | **☐** | **☐** |
| **Do any staff at this site have company a car?** | **☐** | **☐** |
| **Does your company have pool cars at this site?** | **☐** | **☐** |
| **Do you have any car parking for staff?** | **☐** | **☐** |
| **Are any car park spaces reserved for car sharers?** | **☐** | **☐** |
| **Do you operate a staff permit or allocation system for car parking** | **☐** | **☐** |
| **Do you have bike storing facilities?** | **☐** | **☐** |
| **Do you have any staff shower/ changing facilities?** | **☐** | **☐** |
| **Do you provide lockers for staff for storing cycle gear?** | **☐** | **☐** |
| **Do you have telephone and video conferencing facilities?** | **☐** | **☐** |

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| 1. **Further Information**
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| **Do you have any specific queries?** |  |
| **Is there any further information you would like to provide?**  |  |

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| 1. **Corporate MCard conditions of membership**

 **(if applicable)** |
| * **The Annual Corporate MCard Scheme must be promoted to new and existing staff and employees must be allowed to join the scheme throughout the year.**
* **The full 12% TPN discount must be passed onto participating employees.**
 |
| **I agree to the conditions of the Corporate MCard Scheme ☐**  |

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| 1. **Travel Plan Network conditions of membership**
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| * **All Travel Plan Network member organisations must be committed to promoting sustainable travel within the workplace.**
* **All Travel Plan Network member organisations must participate in an annual travel to work survey. An online survey is provided, however, if an alternative method is preferred, this can be discussed with your Travel Plan Network Coordinator.**
* **Membership of the Travel Plan Network involves sharing information and/or good practice. Your contact details may occasionally be shared with another member, however not necessarily, with your prior consent.**
* **Persons named on this form are subscribed to the Travel Plan Network newsletters and agree to pass on relevant information to employees at the member organisation.**
 |
| **I agree to the conditions of membership ☐** **Date:**  |

