

Application For Consultancy Advice

Travel Plans

Name and Address of Organisation:

Primary Contact:

Position:

Telephone:

Mobile:

Email:

I heard about the Advice Scheme from:

This application form is used to determine the availability and type of help most appropriate to your organisation. Once we have determined your needs, and selected an appropriate consultant, we will send you the contractual documentation for completion. The consultant may wish to ask you some supplementary questions prior to any visit, to maximise the effectiveness of the time spent with you.

To make the best use of the advice and support allocated to your organisation, it is important that:

- your primary contact can provide the consultant with support during on-site meetings
- the consultant can work closely with your operational staff during these meetings
- the consultant can discuss their findings and action points with an appropriate member of senior management
- you are committed to acting upon the consultancy advice provided, as far as possible.

Implementing a Travel Plan is a significant undertaking for most organisations so you should be prepared to allocate the time needed to do so. However, the benefits can be significant both environmentally and financially and we are here to assist you through the process.

Section 1 - Organisation Site Overview

Which other people within your organisation have responsibility for transport issues?
(e.g. Travel co-ordinator, Fleet manager, Finance Director or Human Resources Manager).

Name	Position	Responsibility

Where is/are the site(s) which you would like the consultant to incorporate into their work?				
How many people travel to each of your sites (for which you require consultancy advice) on a daily basis?				
	Site 1	Site 2	Site 3	Site 4
Employees				
Other Visitors				
How many other organisations, if any occupy the same site?				
Approximately how many people work in other organisations on the same site (if applicable)?				

Section 2 – How can we help you?

What specific issues would you like assistance with to help address your objectives? (please delete as appropriate)

Travel plan strategy and Development:

<i>Travel plan management</i> - roles and responsibilities, finance, etc.	Yes / No
<i>Travel surveys</i> – design / analysis of results	Yes / No
<i>Development of travel plan</i> - i.e. deciding on package of measures	Yes / No
<i>Staff/union consultation</i> - e.g. on terms and conditions & company car policy	Yes / No
<i>Staff Motivation & Marketing</i>	Yes / No
<i>Monitoring & Targeting</i>	Yes / No

Commuter Initiatives:

<i>Car park management</i>	Yes / No
<i>Encouraging alternative transport</i> – e.g. cycling, walking, public transport, car sharing	Yes / No

<i>Flexible working', e.g. home working and compressed working weeks</i>	Yes / No
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Business Travel Initiatives:

<i>Business travel policy</i>	Yes / No
<i>Reducing business mileage</i>	Yes / No
<i>Reducing fleet emissions and fuel consumption</i>	Yes / No

Are there any other issues you would like to bring to our attention?

Signed **Date**

for and on behalf of the Organisation

Name **Position**

Data Protection

The Energy Saving Trust (EST), as Data Controller, will collect and process your personal details for the purpose of supplying you with independent information and advice relating to the implementation of sustainable transport as requested. We may also pass on your details to the Scottish government for monitoring purposes.

We would also like to retain the data provided to send you further information on sustainable transport issues, cleaner forms of transport and grant schemes that may be of interest to you. Please tick this box if you do not want to receive this future information

On occasion we may work with third parties, such as private organisations that work with us to promote and develop cleaner transport, who may want to send you details of their products and services. Please tick here if you do not want your details passed on to a third party

Please return to:
 Transport Advice team, Energy Saving Trust
 Ocean Point One, 3rd Floor, 94 Ocean Drive, Edinburgh, EH6 6JH