

Section 1: Site

Include site plan and map of site.
Indicate roads leading to site, bus routes, pedestrian routes and shopping facilities.

1.1)	Name of site	<input type="text"/>														
1.2)	Address	<input type="text"/>														
1.3)	What kind of site is it? Tick one of the following	<table><tr><td>Part of a building</td><td><input type="checkbox"/></td></tr><tr><td>One entire building and own grounds</td><td><input type="checkbox"/></td></tr><tr><td>Several buildings in own grounds</td><td><input type="checkbox"/></td></tr><tr><td>One building in an urban centre or industrial estate</td><td><input type="checkbox"/></td></tr><tr><td>Several buildings in an urban centre or industrial estate</td><td><input type="checkbox"/></td></tr><tr><td>Entire industrial estate</td><td><input type="checkbox"/></td></tr><tr><td>Entire urban centre</td><td><input type="checkbox"/></td></tr></table>	Part of a building	<input type="checkbox"/>	One entire building and own grounds	<input type="checkbox"/>	Several buildings in own grounds	<input type="checkbox"/>	One building in an urban centre or industrial estate	<input type="checkbox"/>	Several buildings in an urban centre or industrial estate	<input type="checkbox"/>	Entire industrial estate	<input type="checkbox"/>	Entire urban centre	<input type="checkbox"/>
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Entire industrial estate	<input type="checkbox"/>															
Entire urban centre	<input type="checkbox"/>															
1.4)	Which roads serve site?	<input type="text"/> * To be indicated on map														
1.5 a)	Where does the main entrance link into the road network?	<input type="text"/> * To be indicated on map														
1.5b)	Where are the other entrances?	<input type="text"/> * To be indicated on site plan														
1.5c)	Who uses these entrances?	<input type="text"/>														
1.5d)	When are these entrances open?	<input type="text"/>														

- | | | | | | |
|-------|---|----------|--------------------------|----|--------------------------|
| 1.5e) | Do any of these entrances need to be protected or formalised? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| | | Specify: | | | |
| 1.5f) | Do the main entrances face onto the street? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.5g) | If the entrances open into the car-park, are they pleasant to walk to and from the street or bus stop? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.6) | Could the opening times or security system be changed to make walking, taking the bus or cycling more attractive? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.7) | Does the authority share the site with other organisations? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.8) | Are there specific operational issues which impact on movement around the site e.g. routes for deliveries? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| | | Specify: | | | |
| 1.9) | Is an up-to-date bus schedule displayed in the reception area? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.10) | Is a local area map displayed in the reception area? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.11) | Does the organisation have a computer available terminal with access to journey-planners for use by all staff and visitors? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.12) | Is there a cloakroom? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1.13) | Are there lockers? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

- 1.14) Are showers provided? Yes No
- 1.15) Are there lockable changing rooms for staff and for visitors to use? Yes No
- 1.16) Which of the following is within ten minutes walk from the site?
- Post Office
 - Café or canteen for staff to buy lunch
 - Creche / nursery
 - Newsagent
 - Stationer
 - Grocery store
 - Hairdresser
 - Drycleaners
 - Bank
 - Cashpoint
 - Pub or restaurant suitable for lunch with clients
 - Public space where staff can walk/sit/meet friends who are not colleagues
- 1.17) Do people park on areas of the site not designated for car parking? Yes No
- 1.18) Do the staff park outside the site on nearby streets? Yes No
- 1.19) Do visitors, clients or contractors park outside the site? Yes No
- 1.20) How many cars are parked and at what times? Number of cars
Times
- 1.21) Number of spaces allocated for general use Number of spaces

free of charge

- 1.22) Number of disabled spaces Number of spaces
- 1.23) Number of spaces for pool vehicles Number of spaces
- 1.24) Number of spaces for visitors Number of spaces
- 1.25) Number of spaces for other organisations Number of spaces
- 1.26) How many cars enter/exit the site daily? Consider numbers of:
- Staff
- Visitors
- Deliveries
- Contractors
- 1.27) How many car park spaces are provided for: Staff
- Visitors
- Disabled
- Others
- 1.28) How many vehicles exit and return to the site Number of vehicles
over the lunchtime period?
- 1.29) Is the car park busier at certain times Times
of the day?
- 1.30) Is there a parking problem with demand Yes No
close to/ exceeding supply?
- 1.31) Does parking overspill into surrounding Yes No
residential/ non-residential areas?
- 1.32) What is the ratio of users per space?
- 1.33) Is circulation of vehicles around the car park Yes No

easy?

1.34a) Do drivers have to queue for a space?

Yes No
If so, for how long?

1.34b) Do drivers queue to get out?

Yes No
If so, for how long?

1.35) Are cars left overnight?

Yes No

1.36) Are car parks well lit and secure?
E.g. is CCTV provided?

Yes No

1.37) Are car parks well signed?

Yes No

1.38) Is the car park owned or rented?

Owned Rented

1.39) What are the costs associated with the car
park e.g. rent, management,

1.40) How are parking spaces allotted?

Needs based
According to grade
On a first come first served basis
Staff are allocated certain days on which
they are allowed to park

1.41) Are there reserved spaces for:

Management Yes No
Disabled staff Yes No
Disabled visitors Yes No
Visitors Yes No
Car sharers Yes No
Pool cars Yes No

1.42) Is access to the car park regulated

Yes No

e.g. is there a permit system in operation?

1.43) Are staff/visitors charged for parking?

Yes No

1.44) Are there contractual arrangements relating to:

Provision of free car parking Yes No
Assistance with travel costs? Yes No

1.45a) What is the policy regarding company cars?

1.45b) Who is entitled to a company car?

1.45c) What cars are offered?

1.45d) Is there a cash alternative available if a member of staff chooses a smaller engine car - or even a bicycle?

Yes No

1.46) Are there any congestion problems?

Yes No