ETC Venues Ltd

8th Floor

11 Portland Street Manchester

Travel Plan					
Objective	**Target**	**Action/Measure**	**Timescale**	**Responsibility**	**Monitoring**
Select a Venue Travel Plan Co-ordinator	To appoint individual to manage the ongoing process	Ongoing Management of the Travel Plan and reporting	1 month prior to opening	Venue Manager	
To encourage staff to travel more sustainably	To achieve a target of 95% of staff travelling to and from work using public transport or cycles.	Promote the use of Trams, Trains and Buses as travel methods from initial interview stage. Promote the cycle storage facilities.	Within 3 months of Opening, regular reviews	Venue Travel Plan Co-ordinator	Report back to Local Authority
To encourage delegates/visitors attending events to travel more sustainably	To achieve a target of 85% of delegates/visitors to travel to and from events using public transport	To ensure that the Venue Travel Directions information that goes to both event bookers and is that is on the website has an emphasis for the visitor to use publice transport to travel to and from the venue	Within 3 Months of Opening, ongoing review timescales to be agreed with Venue Management Team	Venue Travel Plan Co-ordinator	Report back to Local Authority
To monitor staff travel patterns during the first 3 months of operation	To ensure that the target of 95% of staff travelling to and from work using public transport or cycles has been achieved	Detailed recording of travel methods by staff on a daily basis	3 months from Opening	Venue Travel Plan Co-ordinator	Report back to Local Authority
To monitor delegate/visitors travel patterns during the first 3 months of operation	To ensure that the target of 85% of delegates/visitors travelling to and from the venue do so using public transport	Upon welcoming guests, ask the question of how they travelled to the venue that day	3 months from Opening	Venue Travel Plan Co-ordinator	Report back to Local Authority
Introduce comprehensive travel information for delegates/visitors to the venue	To provide visitors coming to the venue with comprehensive travel details, particular emphasis on public transport methods. Ensure not to discriminate against visitors who wish to use their private car	To regularly review the travel details to ensure that all methods are kept up to date and relevant	Information to be available when web page goes live prior to the venue opening	Group Marketing	Venue Travel Plan Co-ordinator/Group Marketing