

SUBMISSION TEMPLATE : SHORT REPORT

*Completing this template replaces the Short Report

TRA-3 ALTERNATIVE TRANSPORT

Project Name: _____

Project Number: GS- _____

Points available: **1**

Points claimed: _____

Criteria	Points available	Points claimed
Cyclist Facilities	0.5	_____
Parking or Reduced use	0.5	_____

Cyclist and Shower Facilities

I confirm that bicycle parking and associated facilities (i.e. secure bicycle storage, secure showers and lockers/personal storage space) have been provided to a proportion of staff, occupants and visitors.

- [insert a description of the location and provision of the cyclist facilities, including showers and lockers provided]

I confirm that I have attached supporting documents that support these claims

Points available: 0.5

I CONFIRM

- [insert Statement of how convenience access and security is provided]

<input type="checkbox"/> I CONFIRM

Parking

I confirm that private car usage is encouraged within the project through the following initiatives:

At least [%] of tenant parking is designated for mopeds, scooters, motorbikes, carpooling and electric vehicles.

OR

I confirm that one of the following conditions has been met;

- No car parking has been provided for staff.
- Electric vehicles and charging facilities have been provided for staff to use during work travel
- Staff have access to a _____ **[car/bicycle]** sharing program
- Staff has been provided with leased or purchased bicycles

Points available: 0.5

I CONFIRM

- **[describe the available services available for use making reference to supporting documents or describe the policy that is in place to ensure the services will be used]**

Supporting Attachments:

- a. Attach **As-Built Drawings** (see checklist below)
- b. Attach **evidence of alternative transport facilities** in the form of receipts or contracts for the purchase or lease of alternative modes of transport as well as car and bicycle sharing programs implemented.

Checklist: As-Built Drawings	
Please confirm that the following is shown in the drawings	YES/NO
Relevant feature relating to credit compliance, such as including location of showers, lockers, bike parking, meeting rooms, charging facilities	
OR A map of the site showing the location of the pod, the site and the relevant walking distance.	

Discussion: Insert any issues you would like to highlight and clarify to the Assessment Panel.

Author Details:

[Name]

[Position]

[Contact Details]

[Date]