

SUBMISSION TEMPLATE : SHORT REPORT

*Completing this template replaces the Short Report

TRA-1 COMMUTING MASS TRANSPORT

Project Name: _____

Project Number: GS- _____

Points available: 1

Points claimed: _____

Summary Table:

The following mass transport facilities are located within 1000m of the project:-

Applicable Mass Transport Facility (i.e. bus, train, taxi)	Name of Stop	Distance from project

Supporting Attachments:

Attach a **Site Plan** extending to surrounding areas OR **Google Maps** (see checklist below)

Checklist: Site Plan

Please confirm that the following is included in the Site Plan	YES/NO
Extended surrounding areas drawn to scale showing the project site and surrounding area	
The major entrances to the building;	
The relevant mass transport stop(s); and	
The walking distance from the building entrance to the relevant transport stop(s)	

Discussion:

[Insert any other issues you would like to highlight and clarify to the Assessment Panel.]

Author Details:

[Name]

[Position]

[Contact Details]

[Date]