

**Guidance Note for Completing Safe Routes
In Communities Scheme Request and
Assessment Pro Forma**

This guidance has been provided to assist applicants when completing the assessment pro forma. It advises the applicant on the requirements of completing each question as well as how to identify and collate the necessary information to appropriately evidence your request.

- Q1. Please provide the name of the person(s) and or school applying to be considered for a Safe Routes in Communities scheme. Provide a brief background about your school in relation to your interest in the Safe Routes initiative and how you have come to submit this application.
- Q2. It is important to elect a suitable person who is to be the main point of contact in relation to your Safe Routes application and future bid for funding. This person should be readily accessible, enthusiastic regarding this application and its proposals and prepared to gather and provide further information in support of the application if required to do so by Council Officers. Please provide all requested contact details, including any additional information you may think could help with future contact.
- Q3. Please name and provide a brief description of the area/location of the school that this request is centred upon.
- Q4. In this section it is essential that you list and describe the location of all public facilities that are located within the local vicinity, you have described above. You should provide a comprehensive list of the main employment centres (office blocks, industrial parks), any other schools, shopping areas, post offices, bus/train stations, leisure/community centres, parks, identified walking and cycling routes, halls, homes for the elderly, sheltered housing, playgrounds, churches, day centres, hospitals, clinics, doctors surgery's and any other facilities within this area.
- Q5. It is advised that before attempting to complete this question that some form of research/survey is undertaken to establish what are the main concerns/problems being experienced by the school community either

whilst travelling or that restrict travel (walking, cycling, public transport and road safety). It is important to list and explain in as much detail as possible the problems that you identify, so as to provide Officers with a true reflection of the problems facing the community in relation to road safety or limit their opportunity to walk, cycle or use public transport. Problems may range from a total lack of facilities to existing facilities being unsuitable for use in their current condition. Do not be afraid to list all concerns/difficulties being experienced, however small or insignificant you may think they appear. All improvements can and will be considered, even though not all will be able to be provided.

- Q6. Having identified the problems/concerns facing the school community, it is important to also identify and establish what measures, if any, could alleviate these issues, and/or encourage more of the wider school community to walk/cycle or use public transport. Ideas and opinions should be requested during your consultation exercise. Identification of improvements should not be limited to the obvious, innovative and ambitious improvements should be encouraged and included wherever possible, especially if such measures are widely requested by the community and likely to benefit all.
- Q7. Your school may already be working towards providing improvements of various forms. Therefore it is important that if your school is subject to or currently involved in a current strategy or improvement plan or any other such programme, that you provide all information relating to this. Officers can then check existing proposals against this application to reduce the risk of any conflict or abortive work being undertaken. It may also lead to future partnership working to widen the scope of any Safe Routes in Communities Scheme, as well as identify the availability of match funding.
- Q8. It is essential that the improvements being requested have been identified by the wider school community and if provided, would achieve what is required of them by improving road safety and encouraging greater participation in walking, cycling and use of public transport to and from school. To ensure proposals are representative of the school community and not just a select few, please provide evidence to support any request for improvements. This may be in the form of completed questionnaires, consultation/survey results, vehicle or pedestrian counts or photographs if applicable.
- Q9. If you have any additional information you wish to provide in support of your application, please do so in this space. Or alternatively please provide as attachments (in the case of surveys etc).