**WELSH GOVERNMENT SAFE ROUTES IN COMMUNITIES FY2024-25**

**SCHEME APPLICATION FORM**

Local Authorities shall complete one form per scheme. A scheme may comprise a single project or package of associated projects

**Local Authority:**

**Scheme Name:**

**Scheme Priority Rank Number:**

**School Streets Scheme:** Yes / No

**Existing or New Scheme:**

**Start Date of Scheme:**

**Estimate Completion Date of Scheme:**

**Funding required for 2024-25:** £’000s

**Total funding required to complete scheme from 2025-2026 onwards:** £’000s

**Project Manager Contact Name:**

**Contact Telephone:**

**Contact email:**

**Authorised by (e.g. Head of Finance or Transport Services):** Name, Job Title, Signature

**SCHEME DESCRIPTION**

Please provide a brief description of the scheme. If your application is for a scheme that will take longer than a financial year to complete, we require a description of the whole scheme and the elements to be delivered in each financial year. Applications for a package of schemes should contain a costed list of the associated projects in priority order.

Attach A4 location maps, project(s) drawing(s) and any other supporting information separately.

**OS GB grid reference**:

**Description:**

**Name of school/s on which the scheme is focused:**

**Number of pupils:**

**Do the above schools have an Active Travel School Plan?** Yes / No

If the schools don’t currently have an Active Travel School Plan, will they be supported to create one? Please provide details. Please note, all schools must provide a copy of their Active Travel School Plan or demonstrate this is being developed.

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**Is the scheme in a designated locality under the Active Travel Act?** Yes / No

**Is the scheme included in your Active Travel Network Map?** Yes / No  
If yes, please show the route reference, taken from Data Map Wales and describe how the scheme fits into your existing or planned active travel network.

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**Route reference:**

**Does the scheme link to an Active Travel Fund application?** Yes / No

If yes, please provide the scheme name, relevant Active Travel Network Map (ATNM) route ID number and briefly detail how the two schemes will connect.

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**SCHEME BUSINESS CASE**

**1. STRATEGIC FIT**

Does the project meet the Wales Transport Strategy priorities?

**The Case for Change**

**Current and Future Barriers and Opportunities**

What are the local and wider issues, both transport and non-transport that this scheme will address in the short and long term? What will happen if no action is taken? [word limit: 300]

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**Baseline Data**

Provide baseline data of current travel mode to school. Eg. X% currently walk/cycle to school and in x amount of time x% will walk/cycle to school. [word limit:100]

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**Scheme objectives**

What are the objectives of the scheme? (there should be up to 5 or 6 and should be Specific, Measurable, Achievable, Realistic and Time-limited)

The scheme objectives must link to the below grant objectives:

* Increase levels of active travel among children travelling to school and in the wider community
* Improve the liveability of communities
* Improve the environment for walking, cycling and scooting around schools

Eg. Increase % of children walking and cycling to x school from baseline % to target % by 2024 [word limit: 300]

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**Scheme outputs**

List the specific outputs that the scheme will deliver? Eg. Two pelican crossings, x metre length of x metre width shared use route

[word limit: 150]

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**Fit with Policies and Plans**

Please indicate where this scheme fits with local policies and plans such as the Local Well-being Assessment, Local Transport Plan and any other related policies and plans. [word limit: 300]

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**Community Engagement and Consultation**

Please summarise how you have engaged local communities and consulted on your proposals. How have you involved those with protected characteristics? How has this process informed the scheme design? [word limit: 300]

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**Active Travel (Wales) Act 2013**

Please set out how you have had regard, during the construction and in scheme design, for walkers and cyclists and what steps you have taken to enhance the provision for walkers and cyclists. [word limit: 300]

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**Options**

What other options have you considered and why were they rejected? How does your preferred option meet your targets? [word limit: 300]

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**2. WELL-BEING**

Does the project maximise well-being benefits including targets on modal shift?

**Impact Assessment**

Transport schemes must seek to maximise their contribution to the WTS ambitions, which are linked to the well-being goals. Please provide a summary of the expected impacts of the scheme. This should be informed by the statutory and non-statutory impact assessments including who is affected, how, and key qualitative/ quantitative supporting evidence. The impacts shown below should always be considered, but the list is not exhaustive and other impacts may be relevant. Impacts may be positive, negative or neutral, and should consider all users including those with protected characteristics.

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| **WTS Ambition** | **Impacts** | **How does the scheme reduce negative impacts and maximise positive impacts?** |
| **Good for People & Communities**  Good for people and communities  A transport system that contributes to a more equal Wales, a healthier Wales and that everyone has the confidence to use | **Equality**   * Equality, diversity and human rights impact assessment * Affordability: is there any change to the cost of travel paid by users   **Health**   * Health impact assessment * Physical activity: the amount of walking, cycling and other physical exercise undertaken by people   **Confidence and Safety**   * Accidents: the number and severity of injuries * Security: how safe do people feel? * Journey quality: for example, the comfort of the vehicle and access to information | Eg. Conclusions from documents such as road safety audits, equality impact assessment, health impact assessment.[word limit:250] |
| **Good for the Environment**  Good for the environment: A transport system that delivers a significant reduction in Greenhouse gas emissions, maintains biodiversity and ecosystem resilience and reduces waste | **Greenhouse Gas**   * Greenhouse gases: is there a change in the amount of greenhouse gases emitted   **Biodiversity and Ecosystem Resilience**   * Biodiversity: is there an impact on wildlife and the number of species * Water Environment: is there an impact on water courses * Air pollutants: is there a reduction in air pollutants from transport? * Noise pollution: is there a reduction in noise?   **Waste**   * Reduction of waste * Percentage of waste produced by the transport sector that is reused or recycled | Eg. Predicted % reduction in car use, introduction of greenery such as trees or planting, use of sustainable construction materials and minimised construction waste. [word limit:250] |
| **Good for the Economy & Places**  Good for the economy and places: a transport system that contributes to our wider economic ambitions, helps local communities, supports a more sustainable transport supply chain, uses the latest innovations and addresses transport affordability | **Cohesive Communities**   * Access to services: impact on journeys to key services such as health facilities, schools * Access to employment: how many jobs can people reach and what is the journey time * Severance: do any groups of people become separated from others or facilities * Rural impact assessment   **Innovation**   * Use of and support for innovation   **Distribution of Goods**   * Sustainable movement of goods   **Affordability**   * Transport costs: monetary costs paid by those travelling e.g. vehicle operating costs, tolls, and public transport fares. * Accidents: the cost of accidents. * Capital costs: to the public sector, to the private sector from the scheme itself and from the impacts * Revenue costs: to the public sector, to the private sector, and to end users from the scheme itself and from the impacts * Local economy: how does the scheme affect the sectors in the local economy? | Eg. Other key destinations the improvements will help to access, reduction in severance, reduction in accidents, have revenue costs for maintenance been considered? [word limit:250] |
| **Good for Culture & the Welsh Language**  A transport system that supports the Welsh language, enables more people to use sustainable transport to get to arts, sport and cultural activities, and protects and enhances our historic environment | **The Welsh language**   * Welsh Language impact assessment   **Arts, Sports and Culture**   * Access to arts, sports and culture   **Historic Environment**   * Landscape: is there a visual or other impact on the landscape * Townscape: is there a visual or other impact on the townscape * Historic Environment: are there any changes in areas of historical interest? | Eg. Will the scheme help access to cultural destinations, is there inclusion of local history interests in placemaking. [word limit:250] |

**Value for Money**

Please explain what steps have been taken to ensure costs have been kept as low as possible and to quantify if the funding requested will represent value for money.

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**3. MANAGEMENT**

Will any risks be properly mitigated?

Can the scheme be delivered? What are the risks?

A project plan that identifies timelines for activities and key milestones must be provided for each scheme appropriate to the scale, complexity and risks associated with the scheme.

**What will the management of the scheme delivery be?**

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**What are the key activities and milestones identified?**

Provide a summary of the key dates below and attach a copy of your project plan if appropriate. Include actual/anticipated dates for completion of milestones. This should include, as a minimum, design, timing of approvals, procurement, construction period and anticipated completion where applicable

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**Have the key risks been identified?** Yes / No

If yes, please provide a summary of the key risks and attach relevant evidence e.g. a risk register

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**Have all the necessary permissions been identified?** Yes / No*(e.g. TROs, flood-risk permits)* If Yes, what permissions are required?

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**Have all the necessary permissions been secured?** Yes / No

If yes, please provide a summary below and attach relevant evidence to provide confirmation (eg. email or other correspondence). If no, what permissions have been secured, which remain outstanding and what is their current status?

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**Have all land ownership requirements been identified or resolved?** Yes / No

Please provide a summary below including details of known land ownership issues and evidence of any that have been resolved.

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**Have you undertaken your Regulatory Impact Assessments including EQIA?** Yes / No

If Yes, please provide evidence and information of whether it resulted in any changes to the proposals. If No, please provide details of when one is to be carried out**.**

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**Have any other survey requirements been identified or undertaken?** Yes / NoEg. utilities, SUDS engagement, ecological, archaeological Please provide a summary below

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**4. AFFORDABILITY**

Is the project affordable in the short and long term?

**Financial expenditure profile**

£000s, Outturn prices (gross of grant / contributions shown separately below)

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|  | **Pre 2024/25** | **2024/25 projected** | **2025/26** | **2026/27** | **2027/28** | **Later** | **Total** |
| Surveys |  |  |  |  |  |  |  |
| Design |  |  |  |  |  |  |  |
| Land Purchase |  |  |  |  |  |  |  |
| Accommodation Works |  |  |  |  |  |  |  |
| Construction |  |  |  |  |  |  |  |
| Project Management |  |  |  |  |  |  |  |
| Monitoring and Evaluation |  |  |  |  |  |  |  |
| Promotion |  |  |  |  |  |  |  |
| **GROSS TOTAL** |  |  |  |  |  |  |  |
| Match funding amount, percentage contribution and funding source(s)  *(insert name of organisation*) |  |  |  |  |  |  |  |
| **NET TOTAL** |  |  |  |  |  |  |  |

**Breakdown of Costs**

For schemes which are for a package of measures, please provide a cost for each different element.

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| **Scheme Elements** | **Pre 2024/25** | **2024/25 projected** | **Total** |
| Eg. School pedestrian crossing |  |  |  |
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| **TOTAL** |  |  |  |

**Quarterly Expenditure Profile**

Expenditure should be planned as early as possible in the financial year to ensure confidence in a full spend. Expenditure planned for Quarter 4 should be limited to minimise the risk of underspend

**Forecast FY2024-25 Expenditure (in £000s)**

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|  | **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** |
| Surveys |  |  |  |  |
| Design |  |  |  |  |
| Land Purchase |  |  |  |  |
| Accommodation Works |  |  |  |  |
| Construction |  |  |  |  |
| Project Management |  |  |  |  |
| Monitoring and Evaluation |  |  |  |  |
| Promotion |  |  |  |  |
| **GROSS TOTAL** |  |  |  |  |
| Match funding amount, percentage contribution and source(s) *(insert name of organisation*) |  |  |  |  |
| **NET TOTAL** |  |  |  |  |

**5. DELIVERABILITY**

Can the project be effectively and efficiently delivered?

How will the scheme be procured? What is the number and experience of the likely suppliers? What are the key contractual arrangements, what is the contract length?

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**MONITORING & EVALUATION**

Has a monitoring and evaluation plan been prepared? If yes, please provide details below or attach relevant documents as evidence.

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Has any monitoring or evaluation work already taken place?

If yes, please provide details below and attach any relevant documents to this application as evidence.

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**PROMOTION**

How do you plan to promote your scheme? What plans do you have to support and encourage behaviour change to more sustainable modes of travel? Does the school/s participate in behaviour change programmes such as WOW tracker or Active Journeys?

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