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**Green Travel Voucher**

We are delighted to offer you, as an occupier of Orchard Grove, Taunton, this Green Travel Voucher which you can spend on sustainable travel items up to, or towards, the value of:

£100 for 1 bedroom dwelling

£150 for 2 bedroom dwelling

£200 for 3 bedroom dwelling

£250 for 4 and 5 bedroom dwelling

This offer is limited to **one voucher per dwelling** (not one voucher for each person living in the property) and extended to a further 2 tenures during the lifetime of the Travel Plan.

The voucher gives you the opportunity to purchase things that can help you to make sustainable travel choices and reduce your car use. For example, you might choose to buy a bike, walking shoes, waterproof trousers, motorbike helmet or towards a bus or train monthly/season ticket. You can buy as many different things from the list overleaf as you like, with a maximum of three of any one item per household.

**How it works in three easy steps:**

1. **Purchase** **any of the items from list overleaf** from any retailer, including online sellers. Please keep your receipt as you will need to send this to us. We will return once the claim has been processed.
2. Complete the Green Travel Voucher overleaf, indicating all items that you are claiming for and **send it (or scan and email) with your** **receipts** to the address below, within three months of purchase. We recommend that you get a proof of postage when sending us your voucher and receipts:
3. When we receive your receipt(s) and Green Travel Voucher, we will **reimburse you the cost of your purchases (depending on your entitlement – see list above) straight into your bank account.** All information you provide will be treated as confidential and not shared. Please note that payment can take up to 28 days.

Providing these vouchers is part of the commitment within the Travel Plan for Orchard Grove to reduce road congestion, reduce our carbon footprint and to help people make better travel choices.

**Lesley Todd**

**Senior Travel Plan Coordinator, Highways Development Management**

**Somerset County Council, County Hall, Taunton, TA1 4DY**

Tel: 01823 359540

Email [travelplanteam@somerset.gov.uk](mailto:travelplanteam@somerset.gov.uk)

**Notification regarding the processing of any personal data supplied on this form**

**Data Controller** – Somerset County Council

**Data Protection Officer contact** – [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing** – To allow the Council to reimburse your green travel voucher, and meet statutory obligations to promote sustainable travel and encourage feedback on the provision of travel in and about new developments

**Legal basis for processing** – Statutory ***By Law –*** Town & Country Planning Act

***Legitimate Interests*** *–* The Council may also process your data for the purposes of audit, quality control, training, and dealing with enquiries and complaints

**Data Sharing** – The personal data provided may be shared with authorised Council Officers and regulated transport providers. **Transfers abroad** – This data will not be transferred abroad

**Data Retention** – This data will be retained for a period of 7 years to meet financial and audit requirements

**Your Rights** – You have the right to ask Somerset County Council to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, we will not be able to do reimburse you for your expenditure. For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Value Claimed** |
| thmbWalkAll  thmbCycWork | **Walking and Cycling** |  |
| **Map of local area** |  |
| **Fitness tracker (Fitbit, Garmin etc)** |  |
| **Walking shoes/boots (not fashion/infant shoes)** |  |
| **Waterproof trousers/jackets** |  |
| **Fluorescent accessories (vest, backpack cover, armbands etc)** |  |
| **Bicycle¹** |  |
| **Scooter (non-motorised)** |  |
| **Cycling clothing and accessories²** |  |
| **Cycle Storage** |  |
| **Bicycle service/repair** |  |
| thmbPubBus | **Public and Community Transport** |  |
| **Bus season ticket from home (not individual tickets)** |  |
| **Rail season ticket for journey to work (not one-off journeys)** |  |
| **Car Club membership** |  |
| thmbDrvMotorcycling | **Motorcycling** |  |
| **Motorcycle equipment including helmet (not servicing and labour costs)** |  |
| **Motorcycle service/repair** |  |
| Access-to-FE-v2 | **Working from Home** |  |
| **Office chair** |  |
| **Home officedesk** |  |
|  | **Total value of Claim** | **£** |

¹ **TYPES OF BICYCLES ALSO INCLUDED**: folding; e-bike; balance bike; adapted/accessible bicycles, and bicycles with removable stabilisers.

² **SPECIFIC CYCLING EQUIPMENT**: bicycle clothing or accessories inc. cycle shoes, padded shorts etc.; puncture repair kits; safety lights; pump; toolkit; spares; pannier racks; panniers or other cycle bags; trailers and children’s bike seat; lock; and helmet.

🞏 I enclose itemised receipts for the items indicated above (no receipt, no reimbursement)

Name (**In capitals**): ............................................................. Daytime Telephone………………………….

Address: .....................................................................................................................................................

…………………………………………………………………No of bedrooms ………………………………….

Bank Sort Code:…………………………… Name on account:……………………………………….……….

Account Number:……………………………………………………………. Date:…………………….………