

TRAVEL PLAN

Lysander

Oldlands Farm, Bognor Regis

June 2021

Travel Plan

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1 Introduction

- 1.1 Vectos have been appointed by Lysander to provide transport advice in relation to the proposed development of a B8 Storage and Distribution Centre on land at Oldlands Farm, Bognor Regis. The site is located in the administrative boundary of Arun District Council (ADC) and West Sussex County Council (WSCC).
- 1.2 The site is currently undeveloped and is bound by the A259 to the north and west, the West Coastway Railway Line to the east and existing commercial uses to the south. The site forms Oldlands Farm Phase 2 which is part of Enterprise Bognor Regis (EBR).
- 1.3 Vehicular access is proposed to be taken from the existing internal site access road to the south of the site which connects to the roundabout with the A29 and A259 to the south west of the site.
- 1.4 The development proposals are for:

“Erection of a warehouse (Use Class B8) with ancillary office, associated vehicle parking, van storage, plant, ancillary structures, lighting, landscaping and infrastructure works including earthworks to facilitate flood compensation area.”

Travel Plan Scope

- 1.5 The Travel Plan (TP) is a strategy setting out the sustainable travel options and measures for the proposed development at the site.
- 1.6 This TP is a live document and as such, will be further updated once baseline travel surveys have been completed. These baseline staff travel surveys will be undertaken within six months within the first year of meaningful occupation at the proposed development.
- 1.7 This TP is primarily aimed at all staff working on the site, as they will be undertaking regular journeys to / from the development. However, the benefits of travelling by sustainable and active modes will also be promoted to any visitors.
- 1.8 The benefits of having a TP include reducing congestion on the local highway network as well as on site, and minimising traffic-related pollution in the local area.

Aim of the Travel Plan

- 1.9 This TP has been prepared in order to support future staff and potential visitors in making informed decisions about their travel and provide staff with the necessary management tools to enable them to choose sustainable modes of travel to the site. In doing so, the adverse impacts of travel on the environment and the local highway network will be minimised. This will be achieved by setting out a strategy for eliminating the barriers which prevent people from using sustainable travel modes, which in effect can self-manage single-occupancy vehicular use.
- 1.10 Such a strategy needs to be long term, as changing travel habits takes time and is only likely to occur through a combination of incentives, improved facilities and government initiatives, as well as changes in individual attitudes.

- 1.11 As mentioned above, the TP is a live document and as such, will develop further with input from ADC, WSCC, the Travel Plan Co-ordinator, the client, as well as other necessary key stakeholders.

This Document

- 1.12 This TP has been written as a stand-alone document and contains all the relevant information needed to effectively implement and monitor the full TP.
- 1.13 The remainder of the document is as follows:
- **Section 2** – describes the existing accessibility of the site;
 - **Section 3** – sets out the development proposals;
 - **Section 4** – sets out the baseline travel patterns of the site and the objectives and targets of the TP;
 - **Section 5** – sets out the Travel Plan strategy;
 - **Section 6** – sets out the sustainability measures that could be implemented to help achieve the objectives and targets of the full Travel Plan;
 - **Section 7** – outlines how the monitoring and review programme will ensure the Travel Plan to continue to progress; and
 - **Section 8** – sets out the Action Plan for the Travel Plan.

2 Existing Situation

- 2.1 This section of the TP provides a comprehensive description of the site's existing situation, as well as an overview of the current accessibility of the site in terms of sustainable travel, and a review of the local highway network.

Site and Surroundings

- 2.2 The site is located within the administrative boundary of ADC and WSCC to the north of Bognor Regis. The site is currently undeveloped and is bound by the A259 to the north and west, the West Coastway Railway Line to the east and existing commercial uses to the south. The site forms Oldlands Farm Phase 2 which is part of EBR.
- 2.3 Vehicular access is proposed to be taken from the existing internal site access road to the south of the site which connects to the roundabout with the A29 and A259 to the south west of the site.
- 2.4 The indicative location of the site is illustrated in **Figure 2.1**.

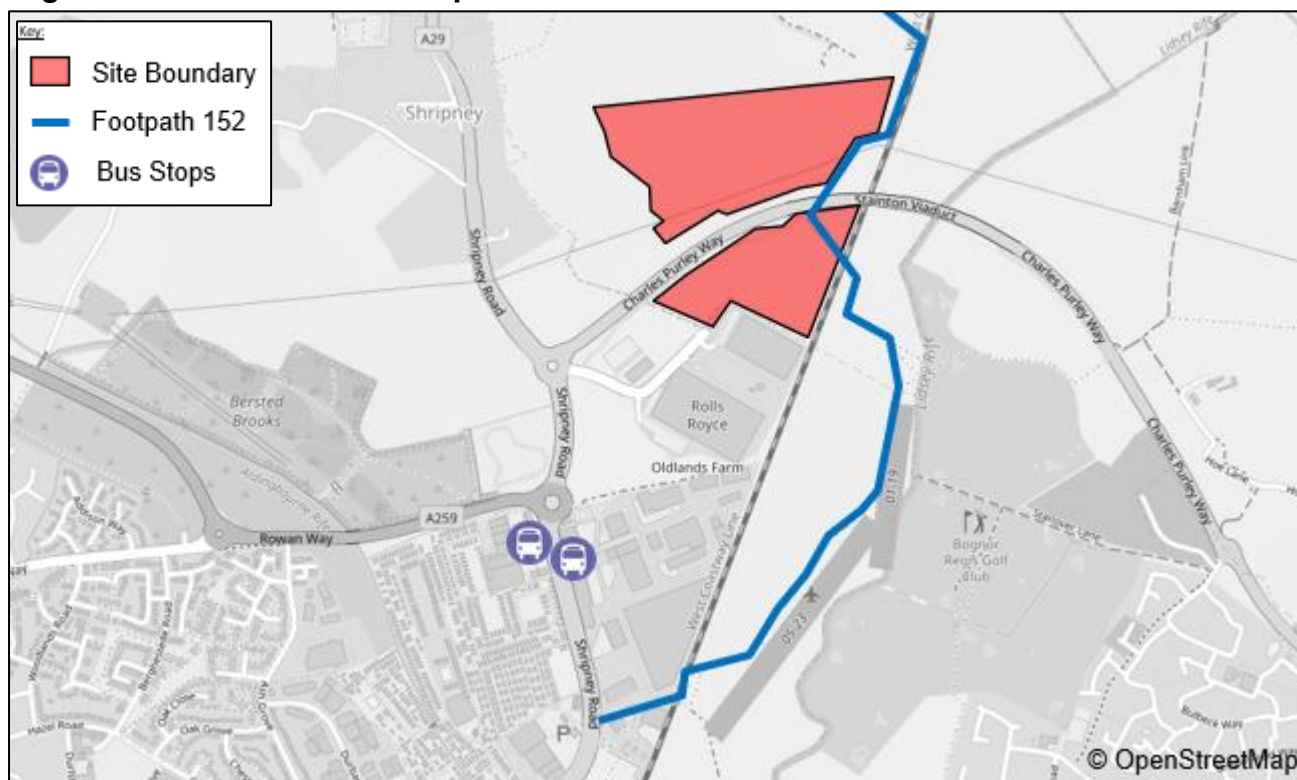
Figure 2.1: Site Location



Accessibility by Non-Car Modes

- 2.5 A plan of key sustainable transport connections in proximity to the site can be viewed at **Figure 2.2**.

Figure 2.2: Sustainable Transport Connections

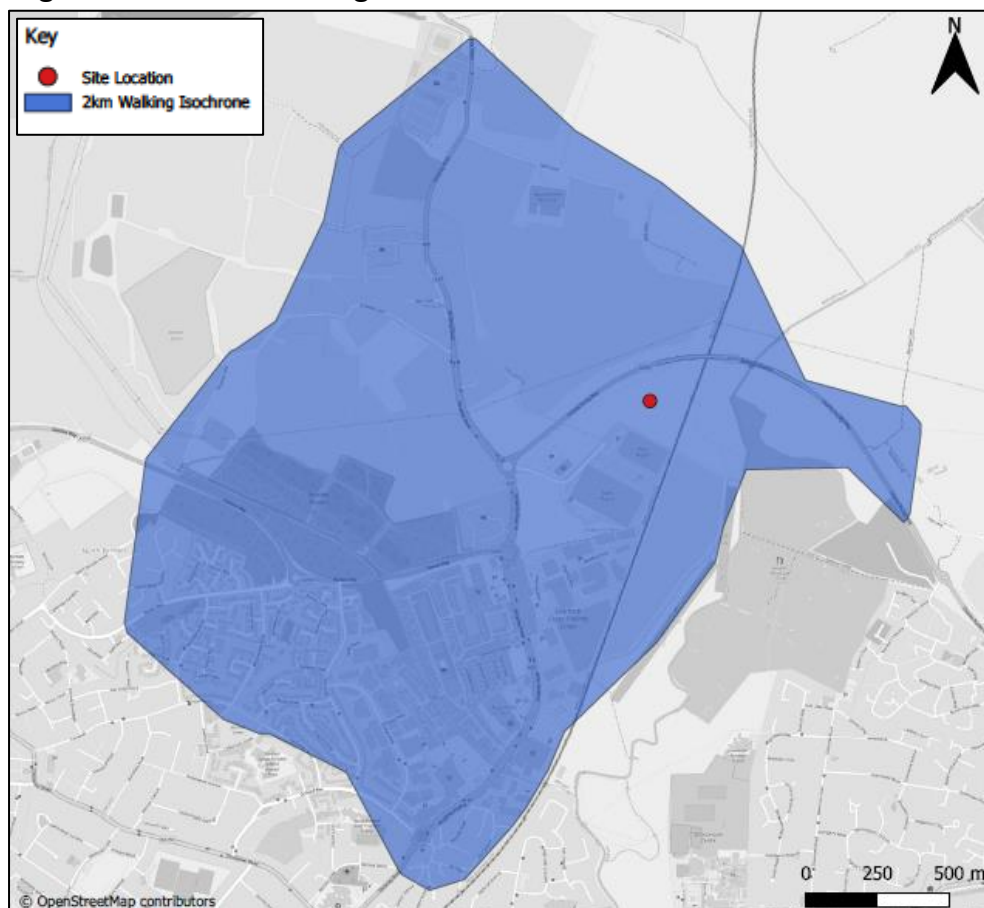


Walking and Cycling

- 2.6 Along the site access road which provides access to the site from the A29 / A259 roundabout, a shared footway / cycleway is provided along both sides of the road. In addition, dropped kerbs with tactile paving and streetlighting is provided along the road.
- 2.7 Beyond the Oldlands Farm site, a shared footway / cycleway is provided on the western side of A29 Shripney Road to the south of the site which can be accessed using the staggered crossing to the south of the A29 / A259 roundabout. Shared footways / cycleways continue to the south providing a connection to the nearby Bognor Regis Retail Park and onwards to the centre of Bognor Regis.
- 2.8 A footway is also provided on the A259 Rowan Way leading towards the residential area of North Bersted as well as on Steyning Way providing access to a mixed retail / commercial area to the south of the site.
- 2.9 On the A29 Shripney Road to the north of the site, a footway is provided that connects to Shripney. In addition, a shared footway / cycleway is provided on the southern side of the A259 providing a connection towards Flansham and Felpham which connects to National Cycle Network (NCN) Route 2.
- 2.10 A Public Right of Way (PRoW) (Footpath 152) runs through the north east of the site which it is proposed be realigned through a formal diversion application.
- 2.11 With regards to walking distances, the Chartered Institution of Highways & Transportation (CIHT) published the 'Planning for Walking' document in April 2015 which states that "Across Britain about

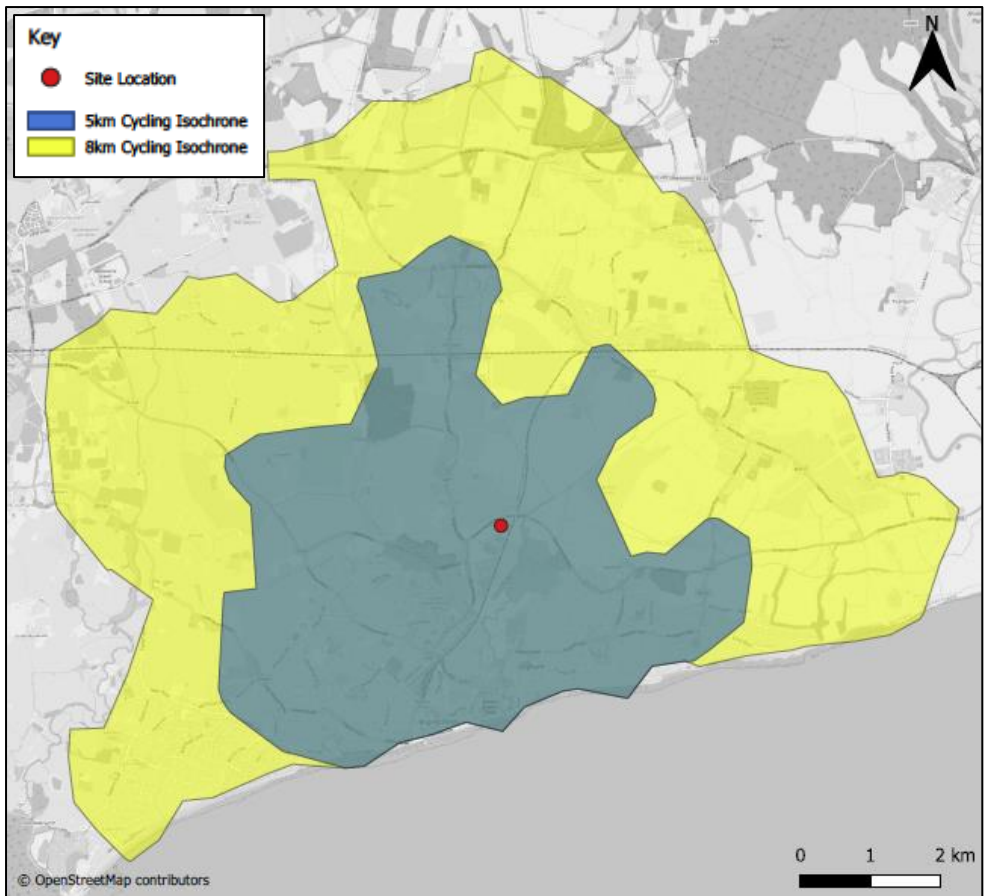
80 per cent of journeys shorter than 1 mile are made wholly on foot". As such, **Figure 2.3** shows a plan illustrating the 2km walking isochrone from the site.

Figure 2.3: 2km Walking Isochrone



- 2.12 **Figure 2.3** demonstrates that the nearby residential areas of Shripney and Bersted and the amenities provided at the Bognor Regis Retail Park are located within a 2km walking distance.
- 2.13 With regards to cycling distances, Department of Transport (DfT) guidance is outlined in 'LTN 1/20 - Cycle Infrastructure Design'. This states *"Two out of every three personal trips are less than five miles in length – an achievable distance to cycle for most people"*. As such, 5km and 8km cycling isochrones from the site are provided at **Figure 2.4**.

Figure 2.4: 5km and 8km Cycling Isochrones



- 2.14 **Figure 2.4** demonstrates that local residential areas including Felpham and Bognor Regis are within 5km. Additionally, Yapton and Barnham are accessible within an 8km cycle from the site.
- 2.15 In these locations, several services, including food and non-food retail outlets, can be accessed by cycling on a lunch break or as a combined trip on the way to and from work.

Public Transport

Bus Services

- 2.16 The nearest bus stops are located approximately 800m to the south of the site on Shripney Road. The stops are served by the 61, 62, 66A and 66C bus services providing access to destinations including Bognor Regis, Aldwick and Yapton. As outlined above, adequate footways are provided which allow access to these stops. A summary of the services provided is shown in **Table 2.1**.

Table 2.1: Bus Service Summary

Service	Route	Weekday Frequency
61	North Bersted – South Bersted – Bognor Regis – Aldwick (Circular)	2 per day
62	North Bersted – South Bersted – Bognor Regis – Aldwick – Nyetimber (Circular)	2 per day
66A	Bognor Regis - Yapton - Bognor Regis	3 per day
66C	Bognor Regis - Yapton - Bognor Regis	3 per day

Rail Services

- 2.17 The nearest rail services are available from Bognor Regis Railway Station which is located approximately 3km cycling distance from the site. The station is host to the services as summarised in **Table 2.2**.

Table 2.2: Bognor Regis Railway Station Service Summary

Destination	Weekday Frequency
London Victoria	2 per hour
Barnham	1 per hour
Littlehampton	1 per hour

Summary

- 2.18 Given the above, it is considered that the site is accessible via alternative sustainable modes of transport other than the private car. For example:
- Shared footways / cycleways including on the A29 and A259 which provide connection to the nearby residential areas and local amenities;
 - Bus stops are located within walking distance of the site which provide access to a range of key destinations including Bognor Regis, Aldwick and Yapton; and
 - Bognor Regis Railway Station is located within cycling distance of the site providing access to destinations including Barnham and Littlehampton.

3 Development Proposals

3.1 The development proposals are for:

“Erection of a warehouse (Use Class B8) with ancillary office, associated vehicle parking, van storage, plant, ancillary structures, lighting, landscaping and infrastructure works including earthworks to facilitate flood compensation area.”

3.2 The site forms Oldlands Farm Phase 2 which is part of EBR and is currently undeveloped. The proposals seek to provide a B8 Storage and Distribution Centre with a floor area of 11,412 sqm (GIA). The proposals make provision for 193 staff car parking spaces including 9 disabled spaces alongside electric vehicle charging provision. In addition, 20 motorcycle spaces will be provided as well as 40 cycle parking spaces in the form of cycle shelters. For operational requirements, 6 HGV loading bays and 512 van storage spaces will be provided.

Future Operation of the Site

3.3 The future occupier proposed to use the site as a storage and distribution centre, where products are delivered via small vans to customers to the local area.

Proposed Access Arrangements

3.4 Vehicular access is proposed to be taken from the existing internal site access road to the south of the site which connects to the roundabout with the A29 and A259 to the south west of the site. This will be extended from the current spur into the site.

3.5 This access will segregate cars and HGVs once within the site to minimise vehicle conflicts when manoeuvring within the car park and loading areas.

Parking Arrangements

Vehicle Parking

3.6 Car parking requirements are set out in documentation by both WSCC and ADC. For B8 use, this sets a requirement for 1 space per 100 sqm. However, as stated within the SPD, parking for non-residential uses needs to consider the site’s accessibility and the likely parking demand. As such the guidance included in the document should be used as a guide for developers and justified on a site-by-site basis.

3.7 By applying this standard to the proposed development, this ratio would suggest a provision of 114 car parking spaces. A total of 193 car parking spaces are proposed for staff inclusive of 9 disabled bays with the provision of active vehicle charging facilities. These are situated within the south west corner of the site and are accessed using the vehicular access from the internal site access road.

3.8 Although it is acknowledged that the proposed provision is above the recommended standards, it is noted that this level is guidance only with provision justified on a site-by-site basis. Given the operational characteristics of the site, during the shift changeover, there will be double the

anticipated number of workers on site as workers starting their shifts arrive prior to staff leaving site. As such, the proposed level of car parking provision is deemed appropriate.

- 3.9 Disabled parking should be provided at 5% of the total parking provision. Therefore, the provision of 9 disabled parking spaces is deemed appropriate. In addition, 20 motorcycle spaces will be provided.

Cycle Parking

- 3.10 With regard to cycle parking, the development should provide 23 staff cycle parking spaces and 11 visitor cycle parking spaces. As above, this is guidance only, with provision justified on a site-by-site basis. As such, due to the nature of the proposed development, it is not expected that a significant number of visitors will visit the site.
- 3.11 However, to maximise the encouragement of sustainable travel, the provision of 40 cycle parking spaces in the form of four dedicated cycle shelters is deemed appropriate.

4 Objectives and Targets

4.1 This section sets out the baseline modal split for the site which provides a context for monitoring travel patterns and will be used to set future targets. It then continues to set out the overarching objectives for the TP, as well as targets for the short- and medium-term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring can be found in **Section 7**.

- Objectives are the high-level aims of the TP. They help to give direction and provide a clear focus.
- Targets are the measurable goals by which progress will be assessed. The TP sets out targets which the future occupier will seek to reach within the period covered by this TP. In addition, interim targets have been set.

Objectives

4.2 The TP's overriding objective is:

"To engage with and encourage staff to use more sustainable ways of travelling to the warehouse through more effective promotion of sustainable modes. This will minimise the impact of the development on the surrounding road and public transport network during peak hours."

4.3 The sub-objectives are:

- To reduce the need to travel;
- To actively promote sustainable transport options for travel to and from the site, to enable informed decisions about how to travel;
- To increase the use of active and green travel modes (particularly for shorter trips), and to encourage staff to build active travel into their everyday routines to support and contribute to wider health initiatives;
- To maximise the accessibility of the site by active modes at all times;
- To raise awareness of the impacts of their travel choices on health, the local environment; and
- To facilitate the use of non-car modes where it is reasonably practical.

4.4 These objectives will be achieved by introducing a package of physical and management measures that will facilitate staff travel by sustainable modes.

Targets

4.5 Targets are measurable goals by which progress can be assessed. These targets should be reviewed through a programme of monitoring (outlined in **Section 7**) to ensure they remain SMART (Specific, Measurable, Achievable Realistic and Time-related).

4.6 Targets come in two forms – Action Targets and Aim Targets:

- Action Targets are non-quantifiable actions that need to be achieved by a certain time.
- Aim Targets are quantifiable and in the case of this TP relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

4.7 The Action Targets for this TP are:

- To appoint a TPC within a month prior to the site opening (see Travel Plan Strategy, **Section 5**).
- To launch the TP no later than two months after the appointment of the TPC.
- To coordinate baseline travel surveys within six months of the site opening (see Monitoring and Review, **Section 7**).

Aim Targets

4.8 The aim targets of this TP are focused on staff and visitors travelling to the site. Baseline staff travel surveys will be undertaken at six months within the first year of meaningful occupation at the proposed development.

4.9 In the interim, and for setting indicative targets as part of this TP, the 2011 Census dataset ‘Location of usual residence and place of work by method of travel to work’ has been extracted for the output area ‘Arun 003’ in which the site is located.

4.10 This has been used to give an initial indication of the expected mode split for staff and visitors to the site based upon the existing travel patterns in the local area as shown in **Table 4.1**. It should be noted that this mode split does not take account of improvements to be delivered as part of the scheme or the travel planning measures proposed.

Table 4.1: Method of Travel to Work Mode Split Data (Arun 003)

Mode	Mode Share (%)
Train	7%
Bus, minibus or coach	1%
Taxi	0%
Motorcycle	1%
Driving a car or van	71%
Passenger in a car or van	6%
Bicycle	5%
On foot	8%

- 4.11 Using the modal split outlined above, 71% of staff and visitors are anticipated to drive to the site by car or van whilst 21% will use sustainable modes including public transport, bicycle or on foot.
- 4.12 Based on the above data, the target is to establish working habits from the outset that match those observed at other sites of the same future occupier. A number of measures will be implemented from day one of opening, and hence it is anticipated that the single occupancy vehicular proportion will be lower than the 2011 census data indicates.
- 4.13 Based on the data in **Table 4.1**, and the mode split achieved at existing sites, the targets as included at **Table 4.2** have been set.

Table 4.2: Travel Plan Target Aims

Target	Indicator	Five Year Target Mode Split
Achieve a 5-percentage point increase in sustainable mode share	Travel Surveys	26%
Achieve a 5-percentage point decrease in single occupancy vehicle movements	Travel Surveys	66%

- 4.14 Using the measures set out in **Section 6** of this TP, it is considered that the targets set in **Table 4.2** are achievable at the site. This will be reviewed against the first staff travel survey to assess its ongoing appropriateness for use at this site.

Baseline Travel Survey

- 4.15 Within six months of occupation of the site, a travel survey will be undertaken which will accurately identify travel patterns to the site. The content of the travel survey will be discussed with ADC and WSCC Travel Plan Officers prior to the survey being undertaken. The undertaking of the baseline surveys will represent the start of the TP and is described as Year 0.

- 4.16 If the baseline travel surveys show the mode split based on the expected mode split is not appropriate, these targets will be adjusted to reflect the actual mode split.
- 4.17 For the TP, targets are set over a 5-year period from the time of the initial baseline travel survey that will take place when the site is fully occupied. The final targets within the TP should be achieved by the 5th anniversary of this travel survey. There will be an interim review of the progress towards targets on the 1st and 3rd anniversary of the initial baseline travel surveys.
- 4.18 Indicators are the elements which will be measured in order to assess progress towards meeting the final targets. For the most part, this will be the main mode listed by staff of the site in the monitoring surveys conducted annually up to and including Year 5.
- 4.19 These targets will be achieved by introducing a package of physical and management measures that will facilitate staff travel by sustainable modes. A description of these measures is shown in **Section 6**.

5 Travel Plan Strategy

- 5.1 The role of the TPC has not yet been allocated, however a suitable person will be appointed prior to occupation. Prior to first occupation, ADC and WSCC Travel Plan Officers will be notified of the TPC's contact details.
- 5.2 The TPC, and the annual costs for administering the TP, for the initial five-year period, will be funded by the future occupier.

Management

Travel Plan Co-ordinator (TPC)

- 5.3 It is anticipated that the future occupier will appoint a TPC to oversee implementation of the TP. It is expected that the TPC will be retained on a part-time basis either by the future occupier 'in-house' or from an external company specialising in TP implementation and development.
- 5.4 The TPC role will commence prior to occupation within the site, to ensure its promotion during the staff induction stage, and to develop TP information packs for when the site becomes occupied.
- 5.5 The duties of the TPC will therefore include:
- To communicate information to staff regarding relevant national and local initiatives related to the promotion of sustainable travel;
 - To keep staff noticeboards up-to-date;
 - To be the main point of contact for all transport issues related to the building;
 - To encourage staff to travel in a sustainable manner with the objective of meeting the TP targets;
 - Undertake the Travel Surveys over the 5-year time period, and supply evidence of this to ADC and WSCC;
 - Take responsibility for data collection and review of the TP;
 - Design and implement effective marketing and awareness-raising campaigns to promote the TP;
 - Liaise with external organisations;
 - Co-ordinate the monitoring programme for the TP, including target setting and making necessary changes if the targets are not being met; and
 - Establish and maintain a filing system for recording all correspondence relating to the TP.
- 5.6 The funding of the TPC will be the responsibility of the future occupier.

Reporting

- 5.7 The TPC will prepare a monitoring report on an annual basis on the progress of the TP. The report will include the following:
- Progress on the implementation of measures and initiatives to promote sustainable transport use;
 - Latest survey results (if a survey year); and
 - Any revisions to targets and measures.
- 5.8 The report will be provided to ADC and WSCC Travel Plan Officers.

Marketing Strategy

- 5.9 Staff will be made aware of the existence of the TP upon commencement of their employment. The following methods could be used as a means of disseminating information to staff and promote events / campaigns / promotions:
- Staff noticeboards;
 - Staff newsletters;
 - Staff Welcome Packs (containing travel information); and/or
 - E-groups and forums.

6 Measures and Initiatives

Introduction

- 6.1 This section of the TP outlines a list of specific physical and management measures to be undertaken as part of the TP. The implementation of measures, which include awareness initiatives and infrastructure provision, are the core elements of the TP.
- 6.2 The below measures offer a guidance for the future occupier to follow. The measures will be agreed with ADC and WSCC.
- 6.3 An Action Plan is included at **Section 8** which shows the measures and initiatives and possible timescales for implementation. Due to the nature of the site, and specific timetables not being available, it is not possible to apply a specific (dated) timescale.

Measures to Raise Awareness of Sustainable Travel

Induction Packs

- 6.4 It is expected that the TPC will be retained on a part-time basis either by the future occupier 'in-house' or from an external company specialising in TP implementation and development.
- 6.5 The future occupier of the building will provide staff with information about the TP and travel options through an induction pack. The pack will contain as a minimum the following information:
- Name and contact details of the TPC and the availability of the TPC to speak with staff;
 - An introduction to the TP, its purpose, and a summary document;
 - Information on the health benefits of using active modes of travel;
 - Promotion of public transport through the inclusion of bus route maps and timetables and any other public transport information;
 - Promotion of walking and cycling through the inclusion of maps showing walking and cycling routes close to the site;
 - Any Company policy related to travel; and
 - Details of any cycle discounts and local schemes.

Measures to Promote Public Transport

- 6.6 Up-to-date timetables of bus and rail services, including route information and service frequencies, will be permanently on display for the information of staff.
- 6.7 National Rail and Travel Line websites and enquiry phone numbers will be advertised through all relevant means to raise awareness.

Measures to Encourage and Promote Healthier Lifestyles

Walking and Cycling

- 6.8 The following measures are proposed in order to promote walking and cycling to and from the site:
- The internal pedestrian / cycle routes will provide safe and convenient crossing facilities;
 - All staff will be informed about the Travel Information Boards which will include maps of local walking and cycle routes and information;
 - High quality cycle parking will be provided at convenient and visible locations within the site and uptake will be monitored; and
 - The TPC will raise awareness of the health benefits of walking and cycling.

Cycle to Work Scheme

- 6.9 The prospective occupier has in operation a cycle to work scheme, which is available to all permanent staff. This enables the future occupier to purchase a tax-exempt bicycle and cycling safety equipment. Staff will later loan the bicycle from the future occupier with payment taken as a salary sacrifice. At the end of the 12-month period, staff can then purchase the bicycle for a nominal fee.

Car Sharing

- 6.10 Car sharing schemes are particularly suitable for the future occupier's storage and delivery unit as there are regular shift patterns in place meaning that many staff will start and finish at the same time.
- 6.11 The future occupier will promote a car sharing scheme, such as Liftshare, to staff. The TPC will also encourage staff to find car share users.

Other Measures and Incentives

- 6.12 Measures to raise travel awareness will be promoted by the TPC, with these including national events such as those listed below:
- National Liftshare Week;
 - Walk to Work Day;
 - National Bike Week; and
 - Discounted public transport tickets.

7 Monitoring and Review

- 7.1 The TP is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the development and its future occupier. This section sets out the proposals for monitoring and review of the TP.
- 7.2 The monitoring programme will begin with the initial baseline travel survey, to be undertaken within six months of the site being occupied in a meaningful way. The initial travel survey will include surveys for staff to monitor all trips to and from the site.
- 7.3 The TP will be updated within six months of the completion of the baseline survey and submitted to ADC and WSCC.
- 7.4 The TP will be monitored on a five-year cycle. Monitoring surveys will be undertaken annually on the anniversary of the initial baseline travel survey. The baseline surveys represent the start of the TP and are known as Year 0.
- 7.5 The interim targets set out in this TP may be revised on the results of the initial baseline travel survey if the modal split is found to be considerably different from the expected modal split. The targets will be discussed with ADC and WSCC before being finalised.
- 7.6 The TPC will also continually monitor the use of the following:
- Car parking;
 - Cycle parking; and
 - Take up of the cycle to work scheme if applicable.
- 7.7 If necessary, the TPC will liaise with management whether the level of provision needs to be adjusted. Information gathered through the monitoring process will be recorded for input to the annual review (outlined below). The information will be made available to ADC and WSCC Travel Plan Officers.

Reporting

- 7.8 An Annual TP Review will be undertaken every year by the TPC to assess progress. This will outline the results of the survey, measures that have been implemented and any changes to targets and measures as a result of the survey data. The report will also incorporate the results of monitoring throughout the preceding period. The report will be issued to ADC and WSCC.

Travel Plan Costs

- 7.9 As the final measures will be identified and agreed with ADC and WSCC following the baseline surveys, it is not possible at this stage to confirm the costs associated with the above. However, it is possible to confirm that the future occupier will ensure that sufficient funds will be budgeted for this.

8 Action Plan

8.1 The timetable of the measures proposed and the timescale for implementation is set out in **Table 8.1**.

Table 8.1: Action Plan

Measures	Timescales	Responsibility
Appoint TPC	Prior to occupation	Future Occupier
Provision of cycle parking	Upon occupation	Contractor
Staff Welcome Packs / Notice Boards (containing travel information)	Upon occupation and ongoing updates for 5 years	TPC
1st Annual Survey	Within the first year of meaningful occupation	TPC
Ongoing annual surveys	Annually for 5 years	TPC
TP Monitoring Report	Within 1 month of travel survey and annually for 5 years	TPC
Additional travel measures	Following travel surveys if needed	TPC

Contact

London

Network Building,
97 Tottenham Court Road,
London W1T 4TP.
Tel: 020 7580 7373

Bristol

5th Floor, 4 Colston Avenue,
Bristol BS1 4ST
Tel: 0117 203 5240

Cardiff

Helmont House, Churchill Way,
Cardiff CF10 2HE
Tel: 029 2072 0860

Exeter

6 Victory House,
Dean Clarke Gardens,
Exeter EX2 4AA
Tel: 01392 422 315

Birmingham

Great Charles Street,
Birmingham B3 3JY
Tel: 0121 2895 624

Manchester

Oxford Place, 61 Oxford Street,
Manchester M1 6EQ.
Tel: 0161 228 1008

Leeds

7 Park Row, Leeds LS1 5HD
Tel: 0113 512 0293

Bonn

Stockenstrasse 5, 53113,
Bonn, Germany
Tel: +49 176 8609 1360
www.vectos.eu

Registered Office

Vectos (South) Limited
Network Building,
97 Tottenham Court Road,
London W1T 4TP
Company no. 7591661