**Notice of work – Traffic survey in Suffolk**

Suffolk County Council must be notified in writing at least **3 days before a traffic survey is intended to start.**

Please complete all questions.

|  |  |  |
| --- | --- | --- |
| **1.** | **Company name:** |  |
| **2.** | **Contact for survey:**This must be 24 hour contact details for someone who will attend in the event of a problem with the equipment. |  |
| **3.** | **Start date:** |  |
| **Finish date:** |  |
| **4.** | **Nature of the survey being conducted:** |  |
| **5.** | **Location of the survey:**You can attach a location plan to your email along with this form. |  |
| **6.** | **Details of the equipment, apparatus or other items that will be placed on or near the highway:** |  |
| **7.** | **Steps that will be taken to ensure the traffic survey and/or associated equipment will not cause a danger, nuisance, obstruction, interference, or in any other way impact on the users of the highway (including pedestrians):** |  |
| **8.** | **Is the survey being undertaken on behalf of Suffolk County Council?****If yes, please state contact name and number:** |  |

**Declaration**

I confirm that I have read and understood the [guidance](https://www.suffolk.gov.uk/assets/Roads-and-transport/traffic-management-and-road-safety/Guidance-Traffic-Surveys-on-the-Highway.pdf).

In returning this form to us via email, your email address will act as evidence of your electronic signature.

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|  |

Signed:

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| --- |
|  |

Date:

Please make sure you **save** the completed form to your computer.

Please email the form and location plan(s) to: trafficsurvey@suffolkhighways.org