

Email:

Please ask for:

Date:

Mrs/Mr XYZ

Address 1

Address 2

Address 3

Dear XYZ

LOCATION - REQUEST FOR

Thank you for your letter/email of date concerning the above matter. I am sorry to hear that you are concerned about the difficulty in crossing the road here due to the speed and level of traffic.

We receive many such requests for crossings but we can only address a small number of them each year.

We aim to carry out a full assessment at each location, following which requests are given a ranking and prioritised on a waiting list. The assessment process involves an officer visiting the site to record factors such as the level of pedestrian use, the collision record, traffic flows and speeds. The assessment will also take into account proximity to schools and amenities, existing facilities as well as other traffic-related factors such as the suitability and safety of this location.

I will arrange for an assessment of this crossing/etc. at to be carried out at the earliest opportunity. Please be aware that your request may not proceed further depending on the result of the initial assessment.

As I have mentioned, we have a limit on the number of these requests we can build each year, so it is possible that your request may not be installed for several years depending on how well it scores in the assessment process.

Yours sincerely

Damian Lush

Road Safety Technical Officer