

## Sample letter to residents informing them of upcoming works - template

Font: Arial / 11 pt

**Developer letterhead**

Address and contact details

[insert date]

Dear Resident/Business Owner

### **ADVANCE INFORMATION:**

**[insert scheme name and location]**

This letter is to advise you in advance of essential road development work in [insert area], within approved planning permission application [insert number].

Outline the following information:

- Describe the work that will take place, including scheme benefits
- Where the work will take place
- Why is the work taking place
- Who is doing the work (if it is a contractor, may need to add contact details)
- When it is expected to start, and anticipated duration of work
- Hours affected
- What is the likely impact to be to residents/road users (noise, lane closures, road closures, temporary traffic signals etc?)
- How will residents be kept informed of delays etc? (info on website?)

You will be notified in advance of any overnight road closures, which will be kept to an absolute minimum via local signage in advance of work taking place. [Please delete/amend or add as appropriate].

A plan of the site and extent of the works is attached for your information. Pedestrian access will be maintained at all times via a diversion of the existing pathway around the construction works. [Please amend/add information above as appropriate].

If work is subject to weather conditions state here, likewise if it is a particularly sensitive site from a traffic management point of view, consider advising drivers to take alternative routes where possible and allowing additional time for their journey. If deliveries to commercial premises affected suggest minimising vehicle movements within advertising working hours where possible.

We thank you in advance for your patience and cooperation during these essential works.

If you have any questions or comments about the scheme, please feel free to contact us.

Yours faithfully

[insert Developer name]