

Count Point Number: \_\_\_\_\_ Road Number / Name: \_\_\_\_\_

Count Point Location: \_\_\_\_\_ Count Date: \_\_\_\_\_ / \_\_\_\_\_ /2018

Date of Pre-Count Site Visit: \_\_\_\_\_ / \_\_\_\_\_ /2018 Count Point TFC: \_\_\_\_\_

# of Enumerators Assigned to Count Point: \_\_\_\_\_ Minimum # of counting Enumerators at any time: \_\_\_\_\_

**TFC 3 counts require all 4 Enumerators to work during peak hours (typically 07:30-08:30, 12:30-13:30 and 16:30-17:30)**

Site Sketch



North

**IMPORTANT NOTE FOR LOCAL CO-ORDINATORS:**

- > At least 1 digital photo must be taken to evidence pre-count site visit (to be provided to WSP, upon request).
- > Clearly indicate the 'Count Line', Enumerator parking position(s) and 'Observation Point(s)' and include fixed points of reference (e.g. a house, building number or other landmark) to confirm these positions.
- > Clearly state if parking at site is not possible, providing further details on the other side of this form.
- > If there is potential for distraction to motorists, clearly detail where Enumerators should be positioned to remove risk.

Confirmation that the selected 'Count Line' precisely matches the 'Sref' in DfT's schedule: Yes: ☐ No: ☐

If no, agreed resolution: \_\_\_\_\_

Network Information and Events

Traffic Flow Type: One-way: ☐ Two-way: ☐ Skewed (significantly more traffic in one direction): ☐

Speed Limit at CP: ☐ Carriageways at CP: \_\_\_\_\_ Lanes at CP: \_\_\_\_\_

Are there street lights at the Count Point? Yes: ☐ No: ☐

**Unlit counts must only take place before April and after September if there are no concerns regarding either Enumerator safety or data quality.**

Is it possible that less than 65 vehicles will be counted between 07:00 and 10:00? Yes: ☐ Maybe: ☐ No: ☐

If above answer is 'Yes', is CP traditionally known / accepted as a 'Low Flow' site?: Yes: ☐ Unsure: ☐ No: ☐

Is the count likely to be affected by planned roadworks or local events? Yes: ☐ Maybe: ☐ No: ☐

Is the count likely to be affected by recent changes to the road network or land use? Yes: ☐ Maybe: ☐ No: ☐

Please provide further details on how roadworks, events or recent changes to the area may impact the count:

\_\_\_\_\_ Jan-18

**Department for Transport, National Road Traffic Census 2018**  
**Manual Count Point Site Assessment Form (Page 2)**

**IMPORTANT NOTE FOR LOCAL CO-ORDINATORS:** When performing pre-survey site visits, always utilise the 'Risk Assessment Guidance' in Appendix D of the 'Local Co-ordinator Guidance Book' and the corresponding risk assessment template (Ref: *DfT NRTC TERA*). Record all observations and outcomes from the risk assessment process below, especially where a deviation to standard working is proposed. If you have any concerns you must contact your Regional Survey Manager immediately.

**IMPORTANT NOTE FOR ENUMERATORS:** Always adhere to the safety guidance and risk assessment (Ref: DfT NRTC TERA) provided in the 'Enumerator Guidance Book', noting any additional site-specific safety instructions provided on this form. If you have any concerns you must contact your Local Co-ordinator or Regional Survey Manager immediately.

**Confirmation of General Survey Methodology (please tick relevant box)**

- A. Within vehicle(s) parked off-street (e.g. car park or segregated lay-by):  
B. Within vehicle(s) parked on-street (e.g. kerbside parking or un-segregated lay-by):  
C. Within vehicle(s) parked on a bridge or area of hard standing:  
D. Count performed outside of vehicles:

☐  
☐  
☐  
☐

**Important Note for Local Co-ordinators** To maximise safety conditions at Count Points, please provide Enumerators with off-street parking positions wherever possible.

Maximum number of vehicles to be parked at site: \_\_\_\_\_

Other available parking (for additional Enumerator vehicles or if parking not available at the Count Point): \_\_\_\_\_

**General Security:** When parking away from Count Points, Enumerators should remove all valuable items from view of the public.

Confirmation that parking location(s) and on-foot access methods (if applicable) adhere to Highway Code:

Yes: ☐

**Distraction to motorists:** If count is to be performed from prominent position on a busy or congested road, have Enumerators been instructed to count from a discreet Observation Point?

N/A: ☐

Yes: ☐

No: ☐

**Asbestos Exposure:** Is there potential for Enumerators to be exposed to asbestos fibres (e.g. will any building demolition / renovation work, building waste or roadworks be located close to the Count Point)?

Yes: ☐

No: ☐

**Details of permissions obtained (or notifications provided) to undertake count** (e.g. land owners, schools, parking officers or the Police):

**Details of permissions obtained for use of amenities other than supermarkets** (e.g. petrol stations, shops, businesses or leisure facilities):

**Useful Information for Enumerators**

Traffic to be recorded as heading towards: North / South: ☐ or East / West: ☐

Location of Toilets: \_\_\_\_\_ Access Method: \_\_\_\_\_

Location of Telephone: \_\_\_\_\_ Access Method: \_\_\_\_\_

Location of Refreshments: \_\_\_\_\_ Access Method: \_\_\_\_\_

Location of nearest Accident and Emergency department: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Count Point Specific Comments:**

Clearly define observations and outcomes from risk assessment process, especially any deviations from standard working procedures.

**Useful Contact Details**

Local Co-ordinator Name: Scott Smith Contact Numbers 07763 251997

Regional Survey Manager Name: \_\_\_\_\_ (including out of office hours): 01937 831761

Emergency Services: 999 or 101 (Police non-emergency number) Tracsis Project Management Team: 07872 461432 / 07801 333394

Local Co-ordinator Signature: \_\_\_\_\_ Date: / / 2018

Regional Survey Manager Signature: \_\_\_\_\_ Date: / / 2018

**Note: Count must NOT proceed without Regional Survey Manager approval / signature.**

Jan-18