

## **Appendix G**

### **Traffic Regulation Orders (TROs) Assessment process**

#### **1. GENERAL TRAFFIC REGULATION ORDERS**

Traffic Regulation Orders (TROs) are statutory instruments that place restrictions on the movement or parking of traffic by the creation of moving or static Orders. BCP Council is responsible for creating, maintaining and enforcing certain TROs within its boundaries and has developed this guidance to aid in this function.

The process of introducing or removing TROs is regulated through acts of highway law. The Traffic Management Team receives requests for TROs from various sources. The number of requests far outweighs the resources and budgets available and therefore a ranking criteria has been developed to enable the Council to prioritise those requests which have most benefits to the community.

Further information on these and BCP procedures are outlined below, including a ranking and scoring chart. A flow chart outlining the process involved in requesting and implementing a TRO is shown at the end of the Appendix.

#### **1.1 Qualifying criteria for TRO selection**

TRO requests must fall into one of the following categories to be considered and added to the TRO request list.:

- i. Safety Issues
  - Where there is supporting evidence such as accident statistics or proof of damage to property. Personal injury will be regarded as ranking higher than property damage.
  - TROs relating to Safer Routes to Schools may also be categorised as Safety Issues.
- ii. Service Delivery
  - Where TROs will improve council or emergency services such as refuse collection or parking enforcement (confirmed by that service).
- iii. Correcting Anomalies
  - Where anomalies with TROs have been identified.
- iv. Congestion
  - To facilitate the passage of traffic or to encourage a modal shift to alternative, more sustainable methods of travel.
- v. Economic Impacts
  - To aid or improve economic activity.
- vi. TRO Removals where a TRO is no longer relevant.
- vii. Residential / antisocial parking issues
  - Where parking causes unreasonable levels of inconvenience to local residents or businesses.
  - Where consistent antisocial behaviour is directly linked to areas of parked vehicles.

## 1.2 Ranking Criteria for TRO Selection

1.2.1 Each request will be scored against the following weightings.

Ranking Criteria	Weighted Score
1. Safety Issues	10
2. Service Delivery	8
3. Correcting Anomalies	8
4. Congestion	4
5. Economic Impacts	3
6. TRO Removals	2
7. Residential/Antisocial	1

A request classed as a safety issue would score 10, where as a request classed as a congestion issue **and** economic impacts would score 7 (4+3). Requests will only be ranked in a maximum of two categories.

Safety issues would therefore in most cases score highest. This 'scoring' system provides a clear list of TRO proposals with those scoring highest being put forward for public consultations. The number of proposals will depend on the budget allocation which is set each financial year and staff resources.

Prior to progressing to a public consultation, all proposals will be put before the relevant Ward Members to enable their comments to be fully considered. Each approved proposal will then be subject to the statutory procedures and current Council governance. Even when TRO requests fall into one or more of the categories outlined in 1.1, there are circumstances when they will not be considered as set out below.

### 1.3 Exceptions to 1.1

- i. Requests that would have an adverse knock-on effect on surrounding roads to such an extent that it mitigates the benefits of the original aims will not be considered.
- ii. Requests for restrictions across individual driveways / access points will not be considered.
- iii. Residential disabled bay applications, Residents Permit Parking schemes, developer and scheme related TROs are not subject to this ranking.

### 1.4 Traffic Regulation Order Funding

Funding for TROs is only permitted from a limited number of sources in order to ensure a consistent and fair approach, as listed below:

- i. Traffic Regulation Order budget allocation (set every April)
- ii. Scheme budgets where TROs are related to highway schemes
- iii. Local Improvement Funds (where available) at the discretion of Ward Councillors (provided the TROs are not for the benefit of individual residents)
- iv. Blue badge holders applying for residential disabled bays.
- v. Developers where developments impact the public highway.

- vi. Other council budgets where identified and agreed by the budget holder and financial procedures such as CIL funding.
- vii. TROs (with the exception of residential disabled bays and TRO amendments required as a result of vehicle access alterations) cannot be privately funded by residents as this leads to consistency and equality issues.

## **2. RESIDENTS' PARKING SCHEMES**

Due to current resources and the prioritisation of safety based requests, we are not progressing residents parking zones. This situation may be reviewed if resources permit.

### **2.1 The principles for residents' parking schemes are:**

- i. There must be a non-residential parking problem that makes it difficult for residents to find a parking place within the vicinity of their home.
- ii. Residents parking schemes must not have a significant negative impact on the wider road network. This must consider parking for visitors to the community, displaced non-residential parking etc.
- iii. 75% or more of the properties in the area of the scheme must not have off road parking facilities.
- iv. 75% or more of households must be in agreement to a chargeable permit scheme and commit to pay the relevant annual fee (see note 1).
  - Initial informal residents only consultation on a proposed scheme – 75% or more of households must respond positively.
  - Public consultation must be undertaken – final implementation dependant on these results with 75% or more households being in agreement to the scheme
- v. Schemes would normally impose a time limit on general parking and may include pay and display where appropriate, for short-term visitors. Resident permits would give an exemption from the time limit, or charges. In some places, where public car parks are not conveniently available, commuters or businesses would be able to purchase permits (at a higher price than residents) to be exempt from the time limit or charges.
- vi. A scheme does not provide a dedicated space outside the permit holder's house and does not guarantee a parking space.
- vii. Parking spaces must not be introduced that would compromise road safety or obstruct the flow of traffic.
- viii. Disabled parking bays within residents parking schemes are provided in accordance with the Disabled Parking Bays procedure.
- ix. Vehicles displaying a blue badge will be exempted from new residents parking schemes unless there is an overriding traffic management reason.
- x. It is usual for a scheme to have more permits issued than on-street spaces available as not all the permits will be in use at the same time. There is no way of avoiding this, unless permits are rationed in some way – The Council has no current plans to ration permits, but this will be reviewed in the future.
- xi. The qualifying criteria for permits will be set out in the Permit Conditions.

### **Review of newly implemented or existing schemes**

- xii. New schemes will offer one permit per household. A scheme will be reviewed (after at least 1 year of operation) and where only 10% of households have purchased a permit. The review of the scheme could introduce additional waiting provision where practical, or the scheme area reduced, or the scheme removed, or the number of permits per eligible property increased.
- xiii. Roads within a scheme that has previously been consulted on, but failed to reach the minimum level of agreement, will not be considered again for a period of at least 4 years from the date of the latest consultation end date.
- xiv. During the lifetime of the scheme if the level of occupancy descends below 70% of the available on-street parking spaces consideration will be given to issuing additional permits to eligible addresses within the scheme, or the inclusion of additional properties/roads to the scheme, or introducing additional waiting provision (Limited waiting or payment parking).

**Note 1**

**Resident Permit Parking Petition Principles**

- All signatures on a petition must be accompanied by a clearly legible printed name and address.
- Complete entries on a petition are treated the same as individual letters.
- Multiple signatures from one household/business/organisation will be counted as one.
- If conflicting opinions are registered from the same household/business/organisation, that household/business/organisation vote will be counted as neutral.
- Where businesses/organisations are involved, only one vote will be considered (usually the manager/director) and not individual members of staff/volunteers

Requests that meet the criteria set out in section 2.1 will be prioritised in accordance with the following ranking.

**2.2 Ranking Criteria for Resident Permit Requests**

<b>Ranking Criteria</b>
1. Roads adjacent to local or town centre shopping areas
2. Roads adjacent to seafront locations
3. Roads adjacent to other tourist or leisure attractions
4. Roads in close vicinity to large local employers
5. Roads affected by commuter parking problems

**2.3 Permit Charges**

These charges are reviewed regularly and reflect costs incurred by the council in administering and enforcing the permit scheme.

### **3. RESIDENTIAL DISABLED BAYS**

Residents with a valid Blue Badge may apply to have a disabled bay installed on the road adjacent to (or as close as possible to) their property. In order to qualify for a disabled bay, the following eligibility criteria must be met, and the location approved as suitable following site assessment.

#### **3.1 Eligibility Criteria for a Residential Disabled Bay**

- i. The applicant must hold a valid Blue Badge.
- ii. The applicant, or someone else residing at the same address as the applicant, must be the registered keeper of the vehicle the disabled bay is intended for.
- iii. The property the disabled bay is intended to serve must not have any off-road parking facilities (i.e. driveway, space allocated or able to be allocated for parking etc).
  - Applications will be considered where the applicant can demonstrate that the off-road parking facility at their property is not suitable or cannot be modified for disabled access.

Subject to the criteria set out in section 3.1 there are two types of residential disabled bays that can be applied for:

- General Disabled Bay
  - Anyone with a valid Blue Badge may use these bays.
- Permit Disabled Bay
  - Bays are installed for the use of a valid permit holder (**and** valid Blue Badge) only i.e., only the applicant can use the bay.

A further option available for existing General Disabled bays is outlined below:

- Conversion
  - Where an individual has previously had a general disabled bay installed near to their property and there is evidence that the individual cannot use the bay due to other Blue Badge holders legitimately using it, they may apply to convert it to a permit disabled bay (again subject to section 3.1 eligibility criteria).

#### **3.2 Site Assessment**

Approval for consultation is determined following site assessment to consider existing highway restrictions such as double yellow lines, access for neighbours and safety in the vicinity.

#### **3.3 Permit Disabled Bays**

Residents applying for a permit disabled bay will be issued with a permit which will be valid for as long as the bay is required by the applicant and the original terms of the application are still valid. This permit, together with a valid Blue Badge, must be always displayed in the vehicle when parked in the permit disabled bay.

#### **3.4 Proportion of Disabled Bays in a Single Road**

For the purpose of this clause, applications will be assessed on a case by case basis.

#### **3.5 Residential Disabled Bay Charges**

Successful applications will be subject to the statutory process for TROs and charged at the rates set in the annual fees and charges. Implementation will not be progressed until full payment has been received.

### **3.6 Residential Disabled Bay Use**

Periodic checks will be made to monitor the use of implemented bays. Where bays are consistently found/reported to be underutilised, the original applicant address will be written to in order to ascertain the continued need for the bay. Where there is no longer a need, steps will be taken to revoke the TRO and remove the bay.

## **4. Play Streets**

4.1 The Council is not currently in a position to resource these requests at the moment.

## **5. TEMPORARY TRAFFIC REGULATION ORDERS**

Temporary Traffic Regulation Orders (TTROs) are required where works on or near the highway or events on the highway necessitate temporary road or footpath closures or traffic management measures such as temporary parking restrictions, banned turns, one-way streets etc

### **Works related TTROs**

- i. Considered where necessary to allow the safe execution of works on or near the highway and always assessed to ensure the minimum amount of disruption.
- ii. A full Traffic Management Plan (TMP) is required with every application detailing the areas of affected highway, diversion routes and all signs/barriers to be placed on the highway.
- iii. Duration and reason for the restrictions determines whether a TTRO by Order (6 days - 18 months) or Notice (up to 5 days or up to 21 days for emergency restrictions) is required. Processes for each vary and are defined in highway regulations.

### **TTROs for Events**

- i. Considered where an organiser would like to hold an event on the public highway or where the event will have an impact on the public highway.
- ii. Large scale events: assessment will be made of a full Traffic Management Plan (TMP) is required with every application detailing the areas of affected highway, diversion routes and all signs/barriers to be placed on the highway. Details may also be required of other facilities provided for the event such as car parks, park and ride, public transport provision, cycle and pedestrian provision and emergency response access.
- iii. Residential street parties must meet criteria including that the road must not be a main distributor road or a bus route unless prior consent has been gained from all affected bus companies; the use of authorised 'Road Closed' signs is confirmed; the

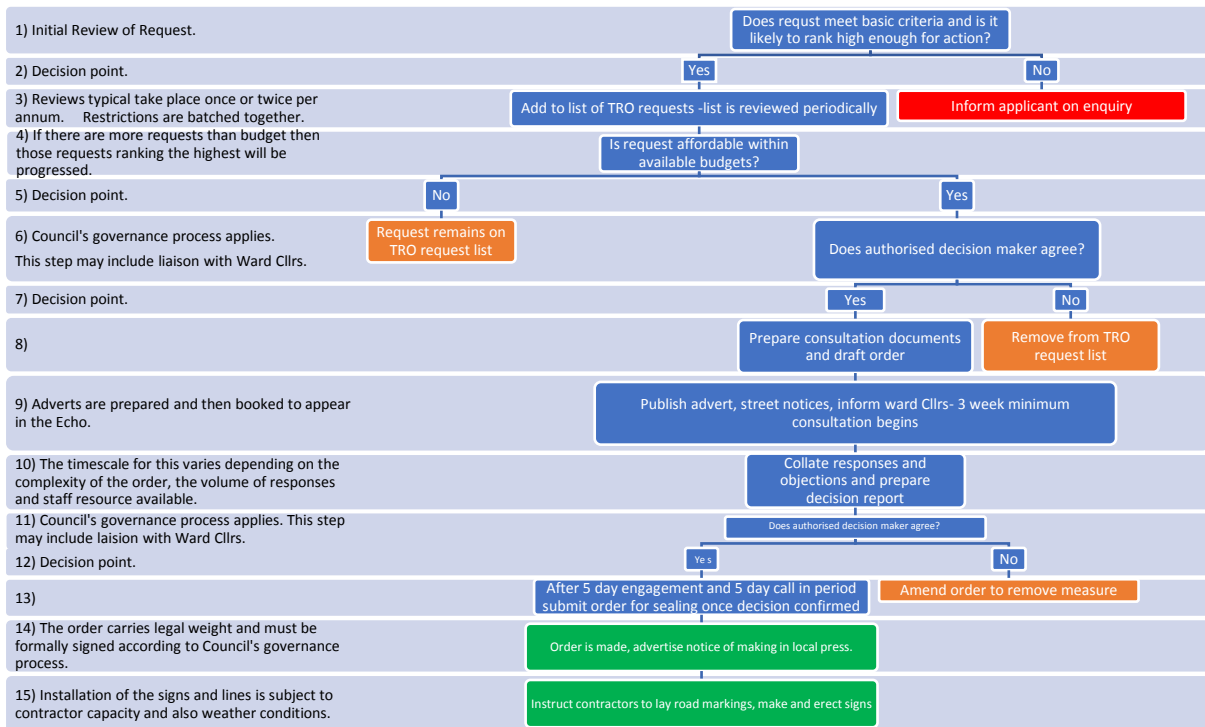
event must take place in daylight hours and that meaningful consultation has taken place with all the street's residents.

Event TTROs may impact on bus routes, signal installations and/or other planned work on the highway network. It is therefore recommended that event organisers apply 12 months in advance of their event and applications made less than 3 months before an event will not be considered.

## TRO Process

### Stages

### Flow Chart



The TRO process typically takes 12 months to 24 months.