

Appendix 1

Statutory Process – Permanent schemes

A permanent scheme would be considered in circumstances where we are confident the scheme that is being requested is suitable to deal with the obstructive parking taking place. The process for this is as follows:

- Analyse complaint received and liaise with ward councillors to ascertain if they are in support of the request
- Visit reported location to establish if parking restrictions are the best solution to the reported issue. If we feel parking restrictions are necessary, then we would move onto design phase and there would be a number of factors we would take into consideration when designing a proposed scheme. These include but are not limited to: road layout, sight lines, volume of traffic, displacement parking, impact on any local amenities in the vicinity, costs, timescales and regulations. We would also collaborate with other teams to see if they have any other schemes planned for the reported area so we can minimise costs and disruption on the highway.
- Once a proposed scheme has been established on site, this would then be designed on Autocad.
- Traffic Regulation Orders (TROs) would be written for the proposed scheme and a Notice of intent (public notice) which we are required to advertise in the local paper at the start of the consultation period as part of the legal process. The Notice of Intent states the legislation we are working by and provides information on the parking restrictions we are proposing, where copies of the proposed order can be viewed and details on how to make a representation.
- A Significant Decision (SD) report would then be written which would detail why we have designed the proposed scheme, legal implications, financial implications and the recommended decision. This would be written by the Engineer of the scheme and signed by the Engineer, Team Leader and Service Lead.
- After this we would liaise with the Legal team to check and log the TROs and Notice of Intent and once this has been done, we would contact Baylis Media to obtain a quote for the Notice of Intent to be advertised in the local paper. The Notice of intent would then be advertised on the next available Friday.
- The consultation period would start on the date the Notice of intent is advertised and lasts for a period of 21 days. During this time the public can submit representations to the proposed scheme. Our only legal obligation at this stage is to place the notice in the local paper and deliver packs with full information on the proposed scheme to the local Council offices (Observatory House, Landmark Place and The Curve) so the public can view these. We would also send an email to the statutory consultees and ward councillors at this stage to inform them of the proposed scheme and allow them to submit a representation.

However in addition to this, we would also prepare copies of the Notice of Intent and place these on the closest lamp columns to where the new restriction is

being proposed and hand deliver letters to any member of the public that would be directly impacted by the proposed scheme.

- During the 21 day consultation period any representation received would be logged and after this period has elapsed, we would analyse all the feedback obtained and a decision would be made regarding our next steps. At this stage we would have three options:
 - **Continue with the proposed scheme** – this decision would be made if the majority of the representations are in favour of the proposal. Even if we have received a few objections, these can be overridden if it is deemed it is necessary to proceed with the proposed scheme in the interest of road safety.
 - **Amend the proposed scheme** – if we have received a request to amend the scheme and the request is realistic and less onerous, we could make these changes without restarting the statutory process again.
 - **Not proceed with the proposed scheme** – if we have received a large number of objections during the consultation period and we feel we can't override these, e.g. if we design a residents permit scheme and a vast majority of the residents state they do not want this, we would not proceed with our proposals. We would then need to make a decision as to whether an alternative scheme needs to be designed and if so, the statutory process would start again.
- If we are in a position whereby we can continue with the proposal or an amended scheme that is less onerous, we would amend the TRO as necessary and also draft a Notice of Making. The Notice of Making states the order has been made, details information of the scheme that will be implemented and where copies of the order can be viewed. It also gives the public information on what they can do if they believe the order to be invalid.
- We would also write another SD report at this stage stating our decision and the rationale. Again this would be written by the Engineer of this scheme and signed by the Engineer, Team Leader and Service Lead.
- Once the TRO and Notice of Making have been written, they would be passed onto the Legal team to be logged, checked and the TRO would be sealed.
- We would then contact Baylis Media to obtain a quote and ask for the public notice to be advertised on the next available Friday.
- Finally the works would then be passed onto the DSO for implementation and a works order would be raised for this. Once the scheme has implemented on street and signed off by the Engineer, an instruction will be sent to our Enforcement Contractors for this to be enforced.

Statutory Process – Experimental schemes

An experimental scheme would be considered in areas that are sensitive and where we not unsure of the impact. The process for this is as follows:

- Analyse complaint received and liaise with ward councillors to ascertain if they are in support of the request
- Visit reported location to establish if parking restrictions are the best solution to the reported issue. If we feel parking restrictions are needed then we would move onto design phase and there would be a number of factors we would take into consideration when designing a proposed scheme. These include but are not limited to: road layout, sight lines, volume of traffic, displacement parking, impact on any local amenities in the vicinity, costs, timescales and regulations. We would also collaborate with other teams to see if they have any other schemes planned for the reported area so we can minimise costs and disruption on the highway.
- Once a proposed scheme has been established on site, this would then be designed on Autocad.
- Traffic Regulation Orders (TROs) would be written for the proposed scheme which includes a legal order and a Notice of Making (public notice) which we are required to advertise in the local paper at the start of the consultation period as part of the legal process. The Notice of Making states the order has been made, details information of the scheme that will be implemented and where copies of the order can be viewed. It also gives the public information on what they can do if they believe the order to be invalid.
- A Significant Decision (SD) report would then be written which would detail why we have designed the scheme, legal implications, financial implications and the recommended decision. This would be written by the Engineer of the scheme and signed by the Engineer, Team Leader and Service Lead.
- After this we would liaise with the Legal team to check and log the TROs and Notice of Making and ask for this to be sealed. Once this has been done, we would contact Baylis Media to obtain a quote for the Notice of Making to be advertised in the local paper. The public notice would then be advertised on the next available Friday.
- The consultation period would start on the date the Notice of Making is advertised and lasts for a period of six months. During this time the public can submit representations to the scheme that has been implemented. Our only legal obligation at this stage is to place a copy of the public notice in the local paper and deliver packs with full information on the scheme to the local Council offices (Observatory House, Landmark Place and The Curve) so the public can view these. We would also send an email to the statutory consultees and ward councillors at this stage to inform them of the scheme and allow them to submit a representation.

However as well as this, we would also prepare in advance copies of the Notice of Making and place these on the closest lamp columns to where the new restrictions have been implemented and we also hand deliver letters to any member of the public that would be directly impacted by the scheme.

- In addition to the above, the scheme can be implemented and enforced on street seven days from the date of the Notice of Making being advertised. Therefore once the Notice of Making has been advertised, these works would be passed onto the DSO to be programmed in and a works order will be raised for this. Once the scheme has implemented on street and signed off by the Engineer, an instruction will be sent to our Enforcement Contractors for this to be enforced.
- During the six month consultation period any representation received would be logged and after this period has elapsed, we would analyse all the feedback obtained and a decision would be made regarding our next steps. We have up to 12 months at this stage to make this decision and at this stage we would have three options:
 - **Make the scheme permanent** – this decision would be made if the majority of the representations are in favour of the proposal. Even if we have received a few objections, these can be overridden if it is deemed it is necessary to proceed with the proposed scheme in the interest of road safety.
 - **Amend the scheme** – if we have received a request to amend the scheme and the request is realistic and less onerous, we could make these changes without restarting the statutory process again.
 - **Not proceed with the scheme** – if we have received a large number of objections during the consultation period and we feel we can't override these, e.g. if we design a residents permit scheme and a vast majority of the residents state they do not want this, we would not proceed with our proposals. We would then need to remove the scheme that has been implemented on street and make a decision as to whether an alternative scheme is required. If an alternative scheme is necessary, this would need to be designed and the statutory process would start again.
- If we are in a position whereby we can make the scheme permanent, we would amend the TRO as necessary and also draft another Notice of Making stating this scheme has been made permanent. We would also write another SD report at this stage stating our decision and the rationale. Again this would be written by the Engineer of this scheme and signed by the Engineer, Team Leader and Service Lead.
- Once the TRO and Notice of Making have been written they would be passed onto the Legal team to be logged, checked and the TRO would be sealed.
- We would then contact Baylis Media to obtain a quote and ask for the public notice to be advertised.
- Finally the works would then be passed onto the DSO for implementation if any amendments are required and a works order will be raised for this.