

New TRO Requests – Introduction and Application Form

Essex Highways has delegated on-street parking, including lines, signs and restrictions, to the North Essex Parking Partnership (NEPP) in the North of the County with a similar operation in the South (SEPP) as part of the localism agenda. Under these arrangements NEPP has been established and is the formal mechanism through which new parking schemes are made and existing parking restrictions reviewed.

The Parking Partnership is made up of Essex County Council plus six District/Borough Councils (Colchester being lead authority together with Braintree, Harlow, Epping, Tendring and Uttlesford). Each Council is represented at Joint Committee meetings by a Councillor, usually a member of their Council's Cabinet.

NEPP receives a large number of requests for items such as the one you are making. If it can be evidenced that there is a genuine proven parking safety, congestion or social need then a request can be submitted for consideration. All requests will be initially considered by each individual Council in consultation with their responsible member/s (or such other local mechanism as may be in place) and advice from the NEPP technical officer.

For this reason, it is important that all requests include evidence of support obtained locally. This can be from your Local Councillor, County Councillor, a Town or Parish Council. In addition, for Residents Only parking schemes, these requests require a minimum 75% support from other residents living in the street.

Each individual District/Borough will put forward recommendations to the Joint Committee who approves whether or not a scheme will be included on a future work programme and move to full consultation.

In addition, legislation requires NEPP to undertake a review of parking where there is sufficient demand. Such reviews will be conducted based on the weight of evidence available. Depending upon the size of the review, the timescale may be from 18 months up to a few years in order to consider all views and actions and carry out all the work; the process is the same as for a new restriction.













Reference should be made, at this point, to the Parking Enforcement Policy to check if the proposed request will support one or more policy objectives:

Highway Safety; Aid to Movement and/or Free Flow of Traffic, Preventing Hindrance and/or Nuisance to other Road Users and/or Supporting Public Transport; Supporting Business, Deliveries and Servicing; Parking Bays.

The Policy and minimum requirements can be viewed online at www.parkingpartnership.org (under the Policy, Procedure & Joint Committee Meetings link). Some examples of types of scheme are shown on the following pages for guidance.

In order for your request to be properly assessed and evaluated, you will need to provide as much information about it as possible including responding to a number of questions, which are outlined in the attached form. The more information you can supply, the better.

Once an assessment has been made, the decision on whether the scheme will be put forward to the Panels will be reported to you.

| | |
|---|---|
| <p>Outside Schools</p> <p>Safety Visibility Safe Crossing</p>    <p>Outside or near schools</p> | <p>Main Roads, busy roads</p> <p>Socially necessary Supporting public transport Road Safety Supports Conservation Area For the majority of the working day</p>  <p>Restricting long-stay parking May include restrictions on loading</p> |
| <p>Near shops and in town centres</p> <p>Socially Necessary Supports business Manages Kerbside for fair access</p>   <p>Parking to go Shopping</p> | <p>Residential Areas</p> <p>Resident Parking Commuter parking issues</p>   <p>Residential areas Resident Permit Schemes</p> |
| <p>Busy Roads, arterial routes</p> <p>Peak hours or part of the working day Restrictions including time-limited waiting, zones and limited waiting parking bays</p>   <p>Supports improved traffic flow tackles congestion and enhances public transport</p> | <p>Access and other parking needs</p> <p>Disabled Access Advisory bays Other bays and schemes Other restrictions</p>   <p>Supports access Assisting business</p> |

External

STAGE 1: APPLICATION

Person or organisation making the request

Please include your full details so that we can contact you with progress of the scheme, or in case we have any questions.

Date:

Full Name of the person making the application:

Full Postal Address of the person making the application:

Email address of the person making the application:

Telephone Contact Number of the person making the application:

Location

Please provide a sketch diagram of the entire area to be considered, and include any additional roads in the immediate area. Please include an Ordnance Survey map reference for the site.

6-fig OS Map Grid Reference

Site plan (sketch)

Details

Please provide as much information as possible.

Brief written description and details/outline of the scheme

What is the problem which has resulted in this request?

(Describe the issues being faced and the causes of the problems)

What is the suggested solution to the problem?

(Write full details of your project.

You could include a detailed sketch or map of the project together with a full explanation of what is needed.)

What is to be achieved by the suggested solution?

(Describe how this project will alleviate the issues described above and what the result that you wish to achieve is.)

What evidence is there of the need for this solution?

(This can be provided through either a Parish Plan, survey, questionnaire, copy of letters received, level of local support, etc.)

Is/could funding be available for the scheme? Y/N

Source of funding?

Councillor approval (Ward/District)

Internal
STAGE 2: SCORING

Suggested/preferred solution

Initial score

DECISION A: INITIAL OFFICER ASSESSMENT

Officer recommendation Proceed (y/n)?

Reasons

Support: Proceed, Defer, Reject?

NB: The decision being made here is to commit funding to proceed.

Other information from site survey:

- Is visibility obscured?
- Near a railway level crossing?
- Near a signal controlled junction or crossing?
- Near a zebra crossing?
- Any other pedestrian facilities nearby (refuge, crossing point)?
- Any bus stops or facilities nearby or affected?
- Any special arrangements (e.g. surface, treatments)?
- Any other hazards which are foreseen (describe below & any mitigation in TM)?

- Traffic sensitive street?
- Carriageway: Rural, urban?
- Frontages: Residential, commercial, mixed, rural?

Road speed:

(for TM):

Underground utility information scans required
(where posts need to be installed)

- Scans undertaken (supply/contractor)

STAGE 3: CLIENT REVIEW

Result of local informal consultation and scoring with client officer.

ParkMap tile produced: Number/version/*link to print*

Scheme design produced: *link to text details*

DECISION B: LOCAL DECISION at LOCAL PANEL

Support: Proceed, Defer, Reject?

Reasons

NB: The decision being made here is to progress with support to JPC

STAGE 4: FEASIBILITY

Result of local formal consultation and any funding approvals

Decision to approve, reject or defer

Details of decision (copy text and reasons from Minutes)

(defer until date, date logged?)

(further information, how, date logged?)

Finance:

Added to MT Financial Plan

Report Template for JPC completed

Comms Review

NEPP PR Officer informed (date)

Details of area, scheme and consultation(s)

District:

Client Officer:

PR Officer of district:

DECISION C: DECISION at JOINT COMMITTEE

Description of decision and debate at JPC:

Support: Proceed, Defer, Reject?

Reasons

NB: The decision being made here is to progress to formal consultation

Decision sent for Review? Y/N

STAGE 5: Consulting Engineer

Date advised(date/initial): _____

Working Drawings (date/initial): _____

STAGE 6: Progress of Scheme

Dates for Legals: Publication date to go on Notice: _____

Newspaper Ad Notice Placed (date/initial): _____

Street Notices Placed (date/initial): _____

Local copies delivered/posted (date/initial): _____

Working Drawings to Eng. (date/initial): _____

DECISION D: OBJECTIONS (if applicable)

Decision publication date: _____

Decision date (not less than five working days later): _____

Consultees and interested parties informed

Chief Officer Action: Proceed, Change, Reject?

Reasons

NB: The decision being made here is to progress with scheme on the highway
(insert pages here if re-advertising due to changed scheme)

STAGE 7: IMPLEMENTATION

Dates for Implementation: Live date for enforcement: _____

ParkMap updated (date/initial):_____

Civil Engineer ordered (date/initial):_____

Signs/Lines implemented (date/initial):_____

Site Check: Enforceable (date/initial):_____

Staff advised (CEO/Office) (date/initial):_____

Web info updated. (date/initial):_____