

Traffic & Parking - Members' Request

The Traffic Management Act 2004 places obligations on the Local Traffic Authority (LTA) regarding the way it assesses, implements and reviews its Traffic Regulation Orders which govern requests for waiting, loading and parking restrictions.

- 1) All Members requested are to be submitted on standard online form providing details of the nature of the problem, what are the issues, what is being asked for, what are the likely effects, level of support and to what extent any proposals will displace traffic?
- 2) Any proposals in this regard should have all ward Members Agreement.
- 3) All such requests are to be submitted at least eight weeks prior to the next available Traffic & Parking meeting. This will allow officers to undertake necessary initial investigations to check compliance with the policies.
- 4) All requests are to be investigated on the basis of first come first served basis, unless there is justification agreed by the Portfolio holder.
- 5) Officers are given delegated authority to assess all Members Request for yellow lines, and other minor traffic regulation requests against the set policy criterion. All minor schemes/requests that meet the policy criterion will be progressed through advertisement and implemented if there are no objections. If objected all such schemes are to be reported to the Committee.
- 6) Large schemes such as Residents Parking Schemes/ major traffic management schemes or projects of more than local relevance are to go to T & P for considerations in line with the requirements of the relevant policies.
- 7) The schemes that do not meet the set policy requirements, officers will inform appropriate ward councillors in writing, giving details of why it does not meet the criterion and where possible assist in providing details of other options that may be of assistance)(i.e. road safety education, training & promotion etc.).
- 8) A monthly list of requests received is to be produced for circulation to Members of the Traffic & Parking showing status.
- 9) All Members request that do not progress through the initial stage are to be reported as an information item to the T & P on six monthly basis.
- 10) All reports to show estimated cost of the scheme and an assessment of the benefits that it may result demonstrate value for money and assist in prioritisation.
- 11) All Members requests and other items reported to T & P where not approved are not to be resubmitted/ reconsidered within two years unless on substantial safety grounds demonstrated through accident analysis.
- 12) All Members' requests agreed by the committee are to be added at the bottom of the work programme unless the committee agrees a different priority which needs to be recorded on decision
- 13) All schemes on work programme are to be progressed with the impact on safety as a primary consideration to justify the use of the limited budgetary resources. Some schemes may slip from one financial year to another depending on the resources, both staffing and financial or may be delayed due to other high priority schemes agreed by the Traffic & Parking

Traffic & Parking Members' Request Form

Name	
Date Submitted	
Ward/s	
Location/Description	
Nature/description of problem	
What are the issues?	
What are the likely effects?	
If supported by other ward Members' (please add names)?	
What do you think is the level of support locally?	
To what extent any proposals will displace traffic/problem to the adjoining area?	

Officer Comments

Does the request meet any agreed criteria	
What benefit does the request provide	
Accident history	
What are the anticipated costs of progressing the request	
Costs/Benefit Analysis and Value for money	
Suggested priority and rationale	