



Basildon Council  
BASILDON - BILLERICAY - WICKFORD



BRENTWOOD  
BOROUGH COUNCIL



MALDON  
DISTRICT  
COUNCIL



Rochford  
District Council

**Document setting out how  
the SEPP will deal with  
requests for parking  
restrictions requiring TROs**

Version 7 March 2024

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## **1. Introduction**

- 1.1 The South Essex Parking Partnership (SEPP) was launched on April 1<sup>st</sup> 2011 to deliver the on-street parking enforcement operation on behalf of Essex County Council across Basildon, Brentwood, Castle Point, Chelmsford, Maldon and Rochford.
- 1.2 As set out in Clause 2.2 of the Joint Committee Agreement 2011, Essex County Council (ECC) has delegated to the Joint Committee (set up to govern the SEPP), the responsibility for on street parking enforcement and charging, relevant signs and lines maintenance and the power to make relevant traffic regulation orders (TRO) in accordance with the provisions contained within the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984.
- 1.3 As part of the establishment of the SEPP it was agreed that for the first year of the operational period, ECC would retain responsibility and budget for the commissioning of traffic regulation orders, except within the Borough of Chelmsford. At its meeting held on 1<sup>st</sup> February 2012 the Joint Committee resolved that the SEPP would take on responsibility for relevant signs and lines maintenance and the power to make relevant TROs from 1<sup>st</sup> April 2012 subject to a number of provisos around funding and TUPE arrangements. A Deed of Variation to the Joint Committee Agreement will cover this resolution.
- 1.4 This document sets out how this new arrangement will work and outlines the ECC and SEPP policies which will determine the implementation of future TRO schemes across the Partnership.
- 1.5 Our aim is to demonstrate a consistent and transparent approach throughout the Partnership areas when considering requests for new parking schemes and to ensure the Partnership's traffic management objectives are achieved.
- 1.6 It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide criteria which, if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

## **2. The requirement for waiting restrictions**

- 2.1 Waiting restrictions requiring a Traffic Regulation Order (TRO) may be required for a variety of reasons and generally these will fall into four categories:
  1. Safety - required in identified areas to reduce known personal injury collisions involving vehicles and pedestrians

2. Congestion – required in situations where the flow of traffic on key routes is impaired by parked vehicles
  3. New development/improvement schemes – where restrictions are required to complement other measures such as traffic calming schemes or to assist with new developments such as new roads
  4. Local concerns where restrictions are required to manage commuter, shopper or residents parking
- 2.2 There is an increasing demand across the Partnership area for parking restrictions to be implemented. As more vehicles are introduced onto the road network there is an ever-increasing demand for kerb space parking and members of the public and organisations may experience what they consider a parking problem and will seek to have some form of parking restriction implemented.
- 2.3 The aim of the SEPP and ECC is to avoid introducing unnecessary parking restrictions and to concentrate the limited funds available to the SEPP on essential schemes where major parking issues exist.
- 2.4 The SEPP and ECC will only commence the process of introducing a parking restriction if the request is considered to be absolutely necessary and meets the criteria set out in this document.

### **3. Arrangements for dealing with waiting restriction (TRO) requests**

- 3.1 It is worth stating that Permanent TROs are subject to the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. These impose various legal requirements prior to making an order. From receiving an initial request to full completion of the TRO process can take between 7 to 12 months to complete.

The TRO flow process at **APPENDIX 1** (page15) details the new arrangement and an overview of the process and timescales are detailed in **APPENDIX 1a** (page 16)

- 3.2 All new requests for parking restrictions must be submitted on the required application form which can be found on-line at <https://www.chelmsford.gov.uk/sepp> or on page 24 of this document. Details of where to send the form are included on the form

**Note:** When requesting a new parking restriction, it is advisable to gain as much local support from people affected by the perceived parking problem before submitting the request. Gaining support from a local Councillor, ECC Member, or parish council is also advisable. Requests received from individuals will be considered as the view of only one person and not a view shared with a wider group.

- 3.3 The SEPP Technician will initially log and review the request. If the request relates to a proposed parking restriction on a PR1 and PR2 network or bus route (detailed in section 6.2 of this document). The request will be sent to ECC to be reviewed and considered on the grounds of safety and congestion in accordance with the relevant ECC policy or criteria.

- 3.4 If the request meets the ECC criteria, ECC will take the necessary action to implement a parking scheme (subject to available funding).

Essex County Council has a commitment to identify and fund any TROs required for safety reasons, in line with its implementation criteria (detailed in section 6.1 of this document).

The County Council will fund (subject to budget availability) the cost of any TRO required to address a congestion issue on the PR1 and PR2 network or bus route

ECC will also fund waiting restrictions required as part of a new development or as part of an improvement scheme in consultation with the SEPP.

- 3.5 If ECC officers decide that the request for a parking restriction has no safety or congestion implications, ECC will decline the request and send the request back to SEPP for consideration.

- 3.6 Once the SEPP TRO team receives the request the first stage is pre-feasibility work. The Team will know that on receipt of any request relating to a PR1 or PR2 network or bus route that ECC will have considered all aspects of safety and congestion in advance.

- 3.7 One of the Team's Technicians will gather information related to the request for a new restriction. This may include site visits and where appropriate informal consultation with Local interest groups such as residents, traders and community groups to gauge opinion on whether or not there is considered to be a parking issue.

- 3.8 For the purpose of the consultations with Local interest groups, a two-tier process is in place whereby a 50% response rate to all consultation letters sent will be required. Of the responses received, 50% must be in favour of the change. If the response rates meet these criteria a scheme will be costed and a report will be submitted to the SEPP Joint Committee, or relevant Sub-Committee, for consideration to provide the necessary funding to proceed with a proposed Traffic Regulation Order. If a response rate of lower than 50% is received by either criterion, this will be reflected as a lack of support for the scheme and will be considered a low priority and may result in no further action being taken.

- 3.9 The outcome of a consultation may result in different levels of support in any individual road dependent on the location of the property to the initial parking problem. In this case it may be necessary for the Partnership to implement a scheme in part of the road and monitor the effects of any vehicle displacement.

- 3.10 The SEPP, regardless of the outcome of informal consultation, reserves the right to implement a scheme when it is deemed essential, for example to address concerns of the emergency services specific traffic management needs. The Partnership may also

be approached by local Town and Parish Councils who wish to fund schemes and request the Partnership to implement TROs on their behalf. In all cases this would be a decision of the Joint Committee in full consultation with the relevant Lead Officer and Member representative.

- 3.11 The SEPP TRO Team will produce a report for each request received with a recommendation to accept or decline the proposal. The report will also include full details of any site visits and the outcome of any informal consultations, if conducted as part of the assessment. These reports will then be discussed with the relevant Parking Partnership lead officers and elected Member representative for a local decision on whether to proceed with the scheme.
- 3.12 All Schemes agreed locally to progress-will then be costed to provide the necessary funding to proceed with a proposed Traffic Regulation Order. A report will be created for South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the SEPP Joint Committee to consider and agree the funding or defer/refer the scheme.
- 3.13 Funding options for the implementation of new parking restrictions are outlined in section 8 of this document
- 3.14 If funding is agreed a TRO will be drafted and statutory consultation must be undertaken. This involves obtaining the views of local stakeholders such as:
- Local City/Borough/District Council, Parish Councils and County Councillors
  - The Highway Authority
  - The Emergency Services
  - Freight Transportation Association and Road Haulage Association
  - Local public transport operators.
- 3.15 If SEPP agrees to proceed with the TRO it must be advertised including at least one notice in the local press. The SEPP will usually display notices in any roads that are affected and, if it is deemed appropriate, may deliver notices to key premises likely to be affected. In most instances, notices will not be delivered to residential premises when the proposals are to implement waiting restriction to address issues of dangerous and obstructive parking such as Junction protection which reinforce the requirements of the Highway Code.

For at least 21 days from the start of the notice, the proposal and a statement of reasons for making the TRO can be viewed at a nominated council office during normal office hours, in appropriate libraries, or on the SEPP website.

- 3.16 Objections to the proposals and comments of support must be made in writing to the address specified in the notice or submitted online during this period.

Any person may object to a proposed TRO. Objections must be in writing and an email can be sent to [trafficreg@chelmsford.gov.uk](mailto:trafficreg@chelmsford.gov.uk) or write to the South Essex Parking Partnership Manager, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1JE stating the reasons for your objection.

- 3.17 If there are unresolved objections that cannot be resolved by officers a report will be submitted to the South Essex Parking Partnership Manager who under delegated authority from the SEPP Joint Committee will consider representations in consultation with the SEPP Chairman and SEPP Joint Committee Member for the respective area where a decision will be made to either approve the Order, modified the Order, withdraw the Order or refer to the SEPP Sub Committee for further consideration.

Modifications to the proposals resulting from objections could require further consultation. This procedure can take many months to complete and the advertising and legal fees can be substantial. For this reason, schemes requiring a TRO normally need to be included in the Annual Programme and cannot be carried out on an ad-hoc basis.

- 3.18 Following Committee approval, the TRO will be formally sealed and published in a local newspaper with an operational date. The signs and lines are then installed by our contractors, following which, the restrictions become enforceable.

#### **4. Implementing TROs once the Order is made**

- 4.1 For TROs agreed by and funded by ECC for restrictions to address issues of safety, congestion or new development ECC will either:

- approach SEPP with a fully designed scheme ready for implementation or
- approach SEPP with a known issue to discuss and reach an agreed solution for design and implementation

The SEPP TRO Team will then either:

- implement the scheme (including design as necessary draft TRO; consult/advertise TRO; consider objections/seal TRO; install signs and lines) or
- decline to undertake the work on the scheme, in which case ECC will commission this from elsewhere.

- 4.2 For TROs agreed by and funded by the SEPP (or an individual authority or local highways panel) to address local concerns or strategic matters the SEPP TRO Team will implement the scheme (or commission from other service providers).

TROs will only be progressed after approval as set out in 3.17 of the policy.

#### **5. Types of TROs**

- 5.1 TROs can be used on any road to which the public has access. The status of the route is immaterial and can include footpaths, bridleways and byways open to all traffic, as well as other highways (such as main carriageways). The road does not have to be a highway or maintained by the highway authority.

## **6. ECC criteria for determining requests for new Parking Restrictions**

6.1 This section details the ECC criteria for considering requests for parking restrictions on safety and congestion grounds.

### **6.2 Essex County Council safety and collision intervention criteria**

When considering the need for a restriction on safety grounds, ECC identifies 'Single Sites or 'Clusters' where there have been five or more Personal Injury Collisions (PICs) within a 50m radius of the requested area over a three-year period.

Safety Engineers study the collisions and identify any treatable patterns. Where a safety need is identified, the sites are prioritised for funding through the relevant Local Highways Panel.

### **6.3 Essex County Council congestion criteria**

ECC has adopted a functional route hierarchy. This splits the road network into three classifications. Priority one (PR1) County Routes, priority two (PR2) County Routes (PR1 and PR2) and local roads.

PR1 roads have been identified as high-volume traffic routes which are essential to the economy of Essex. PR2 routes perform an essential traffic management distributor function between the local network and the PR1 routes.

Delays to the movement of traffic on the PR1 and PR2 network will be minimised and restrictions considered if required to achieve this aim.

Further detail on the functional route hierarchy is explained in APPENDIX 4

## **7. SEPP criteria for determining requests for new Parking Restrictions**

7.1 The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

The SEPP is likely to receive requests for restrictions to deal with the following issues:

1. Commuter parking in a residential street (preferred parking).
2. Short term invasion parking (outside schools, organisations, etc).
3. Provision of customer on street parking for local shops and businesses.
4. Obstruction of driveway (difficulty getting vehicle on and of driveway).
5. Parking around industrial areas
6. Parking on verges, pavements and green areas.



7.2 Historically many parking restrictions have been introduced with the aim of resolving particular local issues. However, it should be remembered that the highway is intended for the purposes of passing and re-passing and that no right of parking exists.

Parking provision is therefore a concession and, however desirable, should not be at the expense of the purpose of the highway. Where it is safe and desirable parking can be allowed.

7.3 The SEPP will avoid introducing unnecessary parking restrictions to combat minor short stay invasion parking problems or to address a preferred parking situation. The allocated funds will be concentrated on essential schemes where major parking issues exist.

7.3.1 In some cases, the public may have a different view of what constitutes a significant parking problem compared to the technical experience of the TRO Technician. The following sections provide information on the types of requests received and the criteria required to realistically consider the justification for implementing a parking restriction. **Appendix 2** (page 17) provides additional visual examples of the common types of parking issues reported and the recommendations that the Technicians are likely to make.

#### 7.4 **Commuter parking in a residential street (preferred parking)**

7.4.1 The majority of residential estates were not designed for the level of car ownership or the volume of traffic using them today. Requests for parking restrictions to remove a parking problem are sent to the Partnership in many forms. It is necessary to investigate and prioritise each request so that those areas in most need are given greater priority. The criteria in section 7.4.3 provides the basis for priority.

7.4.2 The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme. This type of scheme will only allow residents and their visitors to park within a designated area throughout the period of the restriction and exclude all other vehicles.

7.4.3 The criteria for prioritising requests for restrictions in residential areas is as follows:

- **The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents.**

Vehicles parked for the whole length of the road taking all available space for long periods of the day will be considered sufficiently severe.

Any parking which is deemed as short-term invasion (school drop off / pick up etc) will not necessarily be considered.

- **The majority of residents have no off-street parking facilities available to them.**

If the majority of properties have **no** off-street parking then clearly any amount of parking by non-residents will have an impact on the available space for residents of the area.

If the majority of properties have off-street parking, any parking on the highway will not impact on the available off-street parking for residents. If the resident with off-street parking finds they are in a position where they request to have a parking restriction implemented to prevent vehicles parking in the street, but are happy for relatives or visitors to park in the area this will be considered as preferred parking and therefore a recommendation to decline the requested scheme.

- **The majority of residents are in favour of such a scheme.**

Any proposed parking scheme will require a consultation with all parties involved including residents of the street or streets affected. If there is no overall majority in support of the scheme it is highly unlikely that the scheme will progress. See paragraph 3.8.

- **The introduction of a scheme would not cause unacceptable problems in adjacent roads.**

When surveying an area, it is essential that the displacement of vehicles does not cause unacceptable problems in adjacent roads. The restriction of vehicles from one location will not necessarily make the perceived problem go away but do no more than move the problem. Should a new scheme be introduced, it can be difficult to fully establish exactly where displacement of vehicles could occur, if any. It is therefore sometimes necessary to introduce a new scheme then monitor any potential displacement over a period of time.

- **The Partnership is satisfied that a reasonable level of enforcement can be maintained.**

For every new restriction that is introduced a level of enforcement will be required.

This can have an effect on the amount of resource available and the cost of the overall enforcement account. Therefore, the future price structure of resident permits will need to reflect the overall operation. The core operational hours of the enforcement operation are 8am to 8pm Mon – Sat with occasional ad-hoc out of hours enforcement.

## 7.5 **Short term invasion parking (outside schools, organisations, etc.)**

7.5.1 Short term invasion parking is parking for the purpose of dropping off and picking up passengers or goods at a known organisation such as a school, convenience store etc. and will only be for short periods of time.

7.5.2 If this type of parking restriction request does not meet ECC's safety or congestion criteria it is highly unlikely that the SEPP will propose the introduction of parking restrictions. This is classed overall as very low priority.

7.5.3 The enforcement of any restriction that is introduced to tackle a short-term parking issue requires a concentrated enforcement presence and is therefore not practical and cost effective.

## 7.6 **Provision of customer on street parking for local shops and businesses.**

- 7.6.1 Designated areas of on street parking can be created to serve the needs of local businesses and the retail sector. To ensure these areas are not subjected to all day commuter parking the SEPP would consider introducing a limited waiting scheme or an on-street pay and display scheme.
- 7.6.2 The Partnership's preferred method of traffic management for this type of request is a pay and display scheme. Enforcement of a pay and display scheme is more effective and ensures the necessary turn-over of parking space for customer availability. The by-product of a pay and display scheme is income which can help financially support the daily enforcement operation.
- 7.6.3 An important part of the criteria for assessing such a request would include the capital cost of implementing a pay and display scheme including revenue costs including cash collection and daily maintenance. Consultation with local traders and other local interest groups would also form part of the pre-feasibility work.
- 7.7 **Obstruction of driveway (difficulty getting vehicle on and of driveway)**
- 7.7.1 If a vehicle is parked across an approved dropped kerb and obstructing the driveway a Civil Enforcement Officer (CEO) can issue a Penalty Charge Notice (PCN) for obstruction of a dropped kerb, provided the vehicle is not parked in a designated parking place. Enforcement of this type will only take place if the resident of the property reports the obstruction to the SEPP.
- 7.7.2 A white H bar marking can be placed on the highway indicating the access to the driveway. This type of marking is advisory only. The SEPP will only offer this option in certain circumstances where a designated bay, such as a resident parking bay, extends across a dropped kerb / driveway and there is an ongoing issue with vehicles obstructing the driveway.
- 7.7.3 In all cases Essex Police is the responsible authority to deal with obstructions of the highway and have the necessary powers to remove vehicles that are considered to cause an obstruction.
- 7.8 **Parking around industrial areas**
- 7.8.1 There are areas within industrial sites where the workforce relies on long-stay parking on the highway. Provided ECC confirm that the parking in these areas does not cause concerns on safety or congestion grounds then the SEPP will consider this type of parking as acceptable. This will be a very low priority for any restrictions.
- 7.8.2 Cars parked in these types of area can act as a natural speed calming measure. Any introduction of parking restrictions in these types of areas will do no more than to potentially displace parking to an alternative location.
- 7.9 **Parking on verges, pavements and green areas**

- 7.9.1 There are many variations of this type of parking issue and each case will have to be taken on its individual merit.
- 7.9.2 Enforcement of verges, pavements and green areas can only be enforceable under the Traffic Management Act 2004 if the area is confirmed as public highway and is supported by a relevant TRO.
- 7.9.3 It is impractical to provide a TRO and the relevant signage for every instance of verge or pavement parking. This would result in unnecessary street furniture clutter and unacceptable administration costs.
- 7.9.4 Until such time legislation permits a blanket order for this type of issue the SEPP advice will be for alternative solutions to be pursued as follows;
- If the parking is causing damage to the surface / green area and the area is public highway, ECC should be approached to consider the introduction of a waiting restriction
  - Once it is determined who is responsible for the land in question preventative measures may be installed to prevent vehicles accessing the area (wooden posts, bollards etc). ECC will be responsible for this decision and confirmation of ownership of land.
  - If it is deemed obstruction of a footpath / pavement Essex Police can issue a Fixed Penalty Notice and remove the vehicle if necessary.

## 7.10 **Taxi Ranks**

- 7.10.1 Requests for taxi rank provision will be considered on their individual merits and will need to complement the wider aims and interests of:
- Local transport development plans.
  - Planning criteria and new development (CIL funding).
  - Maintain the safe free flow of traffic.
  - Taxi associations.
- 7.10.2 Overall the SEPP will prioritise the requests according to need and will rely highly on local input from Lead Officers and Member representatives.

## 7.11 **Loading and unloading provision**

- 7.11.1 To ensure the vitality of local business and retail, the SEPP has a commitment to ensure that delivery and goods vehicles have the opportunity to deliver goods in suitable locations.
- 7.11.2 The introduction of loading and unloading provision will be considered on its individual merit but overall will have a high to medium priority to match the SEPP's objectives. Each request will need to complement the wider aims and interests of;

- Planning criteria and new development (CIL funding)
- Maintain the safe free flow of traffic.
- Local transport development plans.
- Local business and retail organisations

## 8. **Funding of TRO Schemes**

8.1 ECC has a commitment to fund any schemes that meet the criteria of the ECC safety and congestion criteria and this is likely to be through the new Local Highways Panels.

8.2 ECC will not provide funding for all other parking related schemes and will therefore need to be either funded by the Parking Partnership account or from other avenues.

Funding can potentially be sourced from the following areas;

- **The Parking Partnership account.** *(Allocated by the Joint Committee or relevant Sub Committee – schemes will need to meet the criteria of the SEPP to receive funding and this will be subject to the availability of funds).*
- **The Local Highway Panels.** *(Will have funding available for highway improvements. Any schemes would have to be presented to the local panel and funding for the scheme would have to be agreed by them and the ECC Cabinet Member. Limited scope within tight budgets).*
- **The city/ borough / district and parish councils.** *(Local councils can contribute to any schemes that are considered beneficial to the local area that do not receive funding from SEPP)*
- **Pump / Prime fund** *(for self-financing schemes demonstrated by a business case).*
- **Community Infrastructure Levy funding for new developments.** *(Funding will be agreed at the planning development stage following consultation with the SEPP)*

8.3 The aim is for the Parking Partnership account to create sufficient surplus to be able to invest back into the TRO function. An annual business case will determine the amount of available funding.

8.4 As mentioned in paragraph 3.9 the SEPP TRO Team will produce a report for each request received with a recommendation to accept or decline the proposal. The report will include full details of site visits and informal consultation outcomes. These reports will then be discussed with the relevant Parking Partnership lead officers and elected Member representative for a local decision. A copy of the assessment form to be used is shown at **APPENDIX 5** (page 24).

## 9. **Types of parking restriction and the responsible authority**

9.1 The SEPP will be responsible for the implementation and ongoing maintenance of the following type of parking restriction.

- No waiting
- No Loading and unloading
- School Keep Clear
- Limited waiting
- On-street pay and display
- Resident Parking Schemes
- Taxi ranks
- Loading and goods vehicle bays

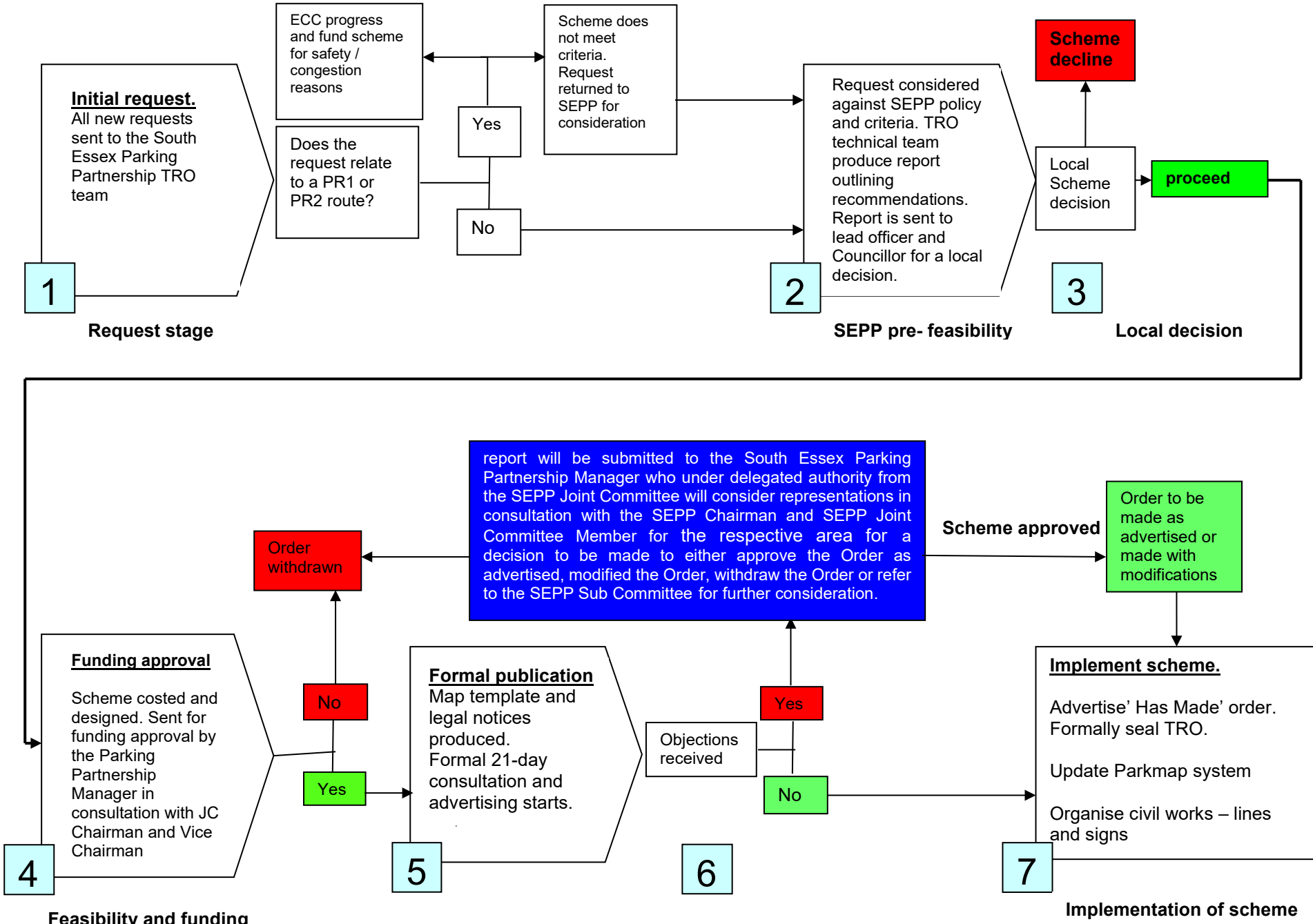
9.2 ECC will continue to be responsible for the implementation and ongoing maintenance of the following type of parking restriction.

- On-street blue badge spaces
- Bus stops
- Pedestrian crossings

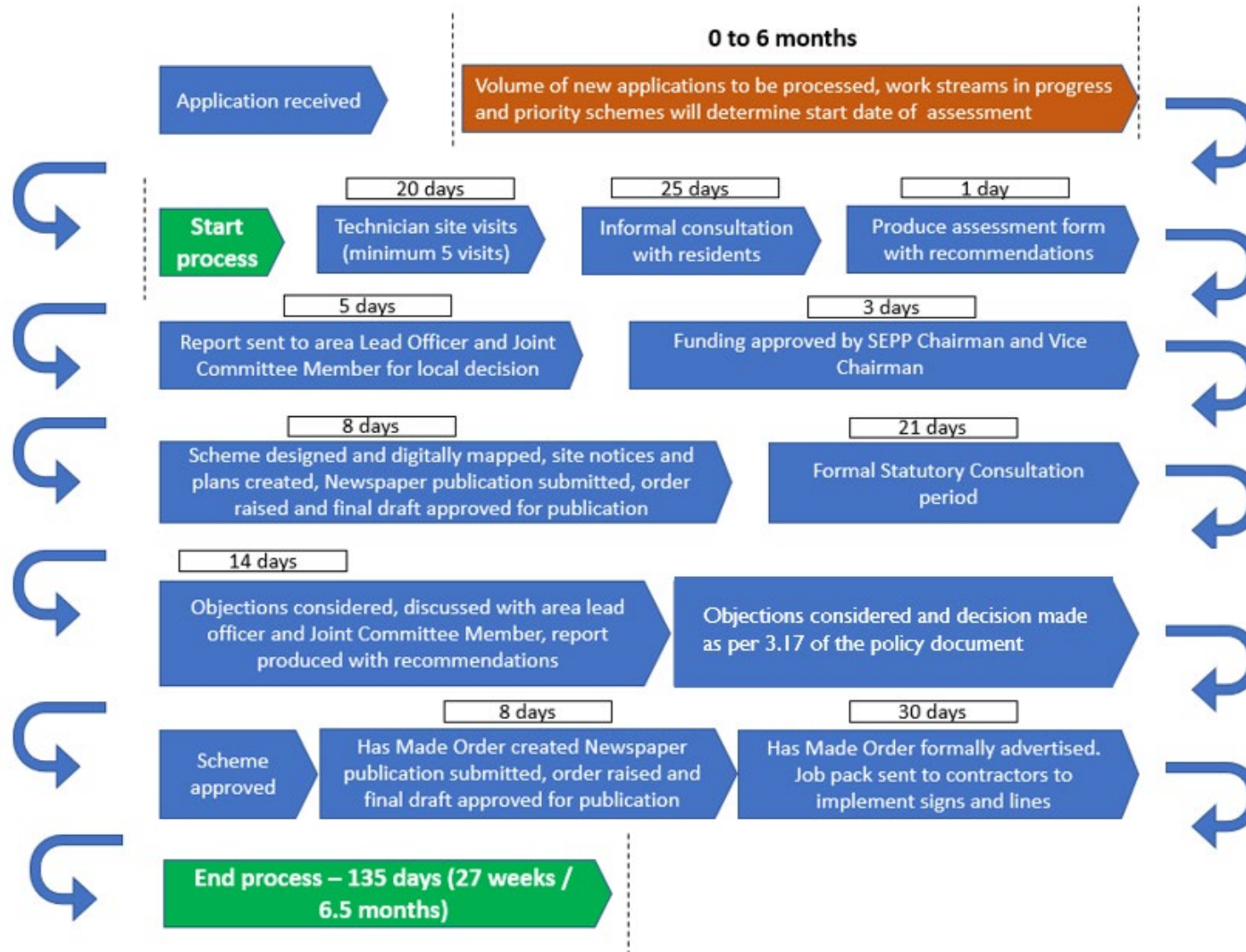
**10. Contact Details**

<b>South Essex Parking Partnership TRO Team</b>  <b>Email:</b> <a href="mailto:trafficreg@chelmsford.gov.uk">trafficreg@chelmsford.gov.uk</a>  <b>Address:</b> Traffic Regulation Orders (TRO) Team Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1JE	<b>Essex County Council</b>  <b>Contact Essex:</b> 0345 743 0430  <b>Email</b> <a href="mailto:contact@essex.gov.uk">contact@essex.gov.uk</a>
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# Appendix 1 TRO flow process

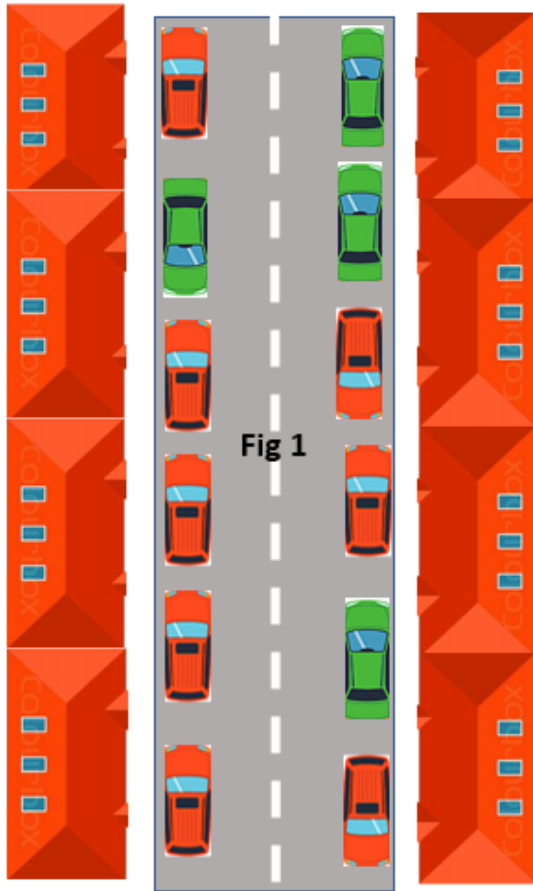


## Appendix 1a Actions and estimated time to process a permanent TRO





**Appendix 2 – Examples of parking and likely assessment outcomes**



**Fig 1**

**Example 1- request for a resident parking scheme (all day non residential parking)**



**Policy criteria**

Majority of the street do not have available off street parking ✓

The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents. Vehicles parked for the whole length of the road taking all available space for long periods of the day will be considered sufficiently severe. ✓

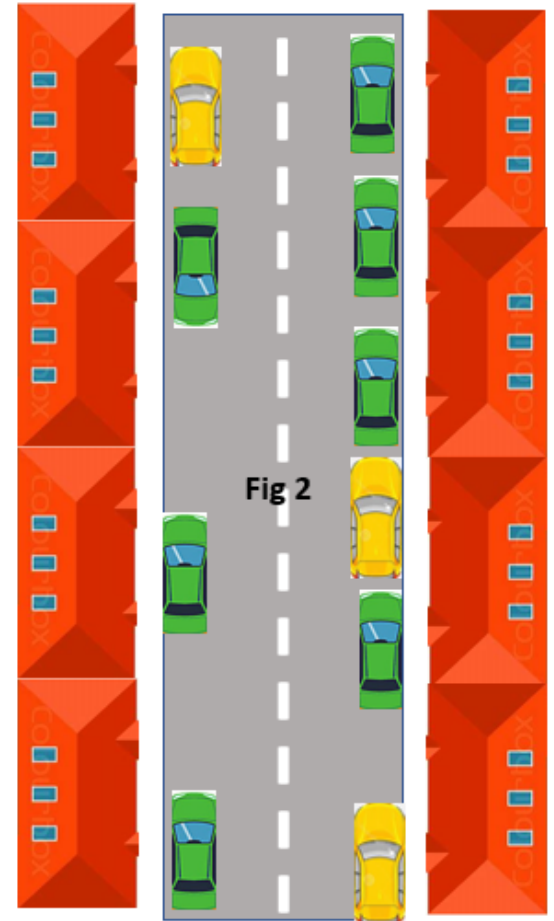
Displacement of parking may cause unacceptable problems in adjacent streets. 🖐️

**Recommendation**

Fig 1 shows an example of a common reported problem which meets the majority of the policy criteria. Displacement of parking to adjacent roads will always be a possibility and may require a period of monitoring after a scheme has been implemented.

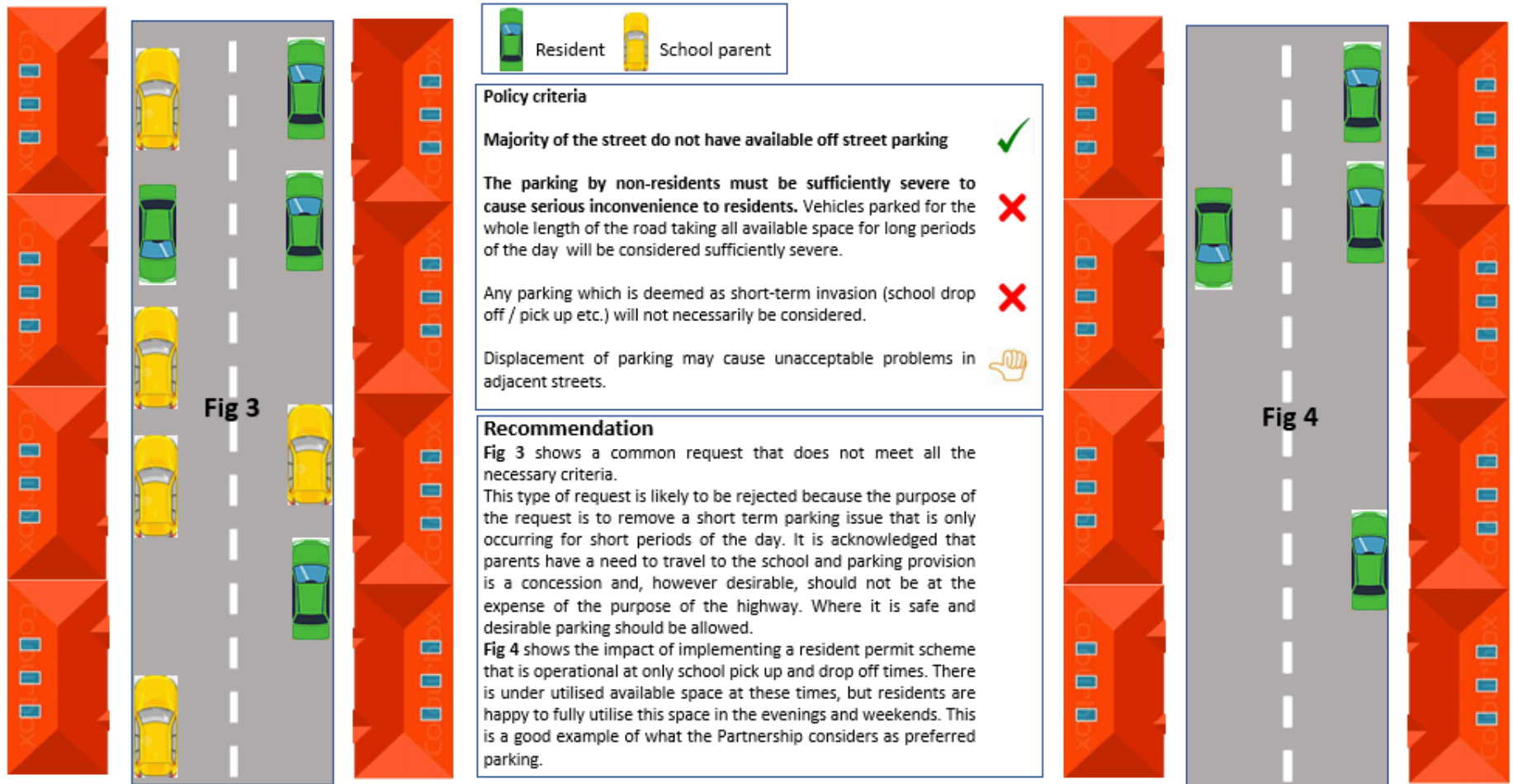
Fig 2 shows the area after a resident parking scheme has been implemented, Monday to Friday 10am to 11am

This type of request is highly likely to be approved for a resident parking scheme; subject to available funding and positive consultation results. The purpose of the scheme is intended to remove all –day non residential parking where parking by non-residents is established for long periods of the day in the majority of the road. This is also supported because the available space on the public highway will still be fully utilised by residents and visitor parking throughout the day.

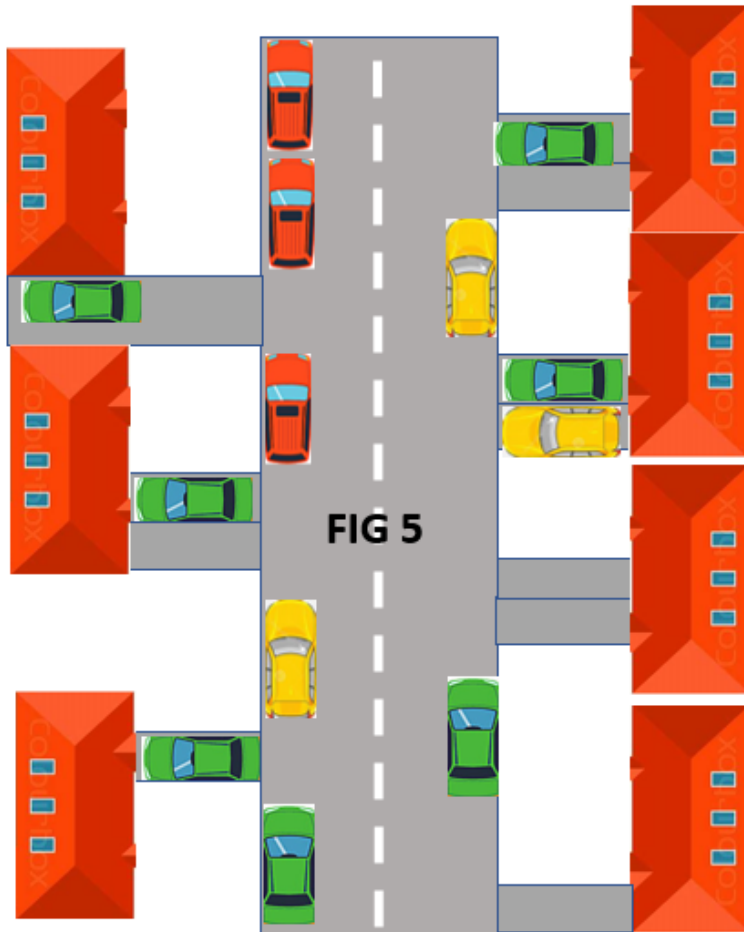


**Fig 2**

## Example 2- request for resident parking scheme (to prevent parent school parking)



### Example 3- request for resident parking scheme (all-day non residential parking)



#### Policy criteria

Majority of the street do not have available off street parking ❌

The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents. Vehicles parked for the whole length of the road taking all available space for long periods of the day will be considered sufficiently severe. ❌

Any parking which is deemed as short-term invasion (school drop off / pick up etc.) will not necessarily be considered. ❌

Displacement of parking may cause unacceptable problems in adjacent streets. 🖐️

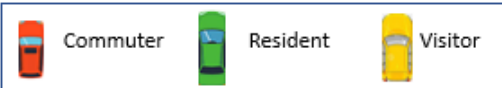
#### Recommendation

Fig 5 shows a common request where most off the properties in the road have available off-street parking and the vehicles (both residential and non residential) are parked within the available roadside space within the street.

This type of request does not meet any of the policy criteria and is therefore highly likely to be rejected.

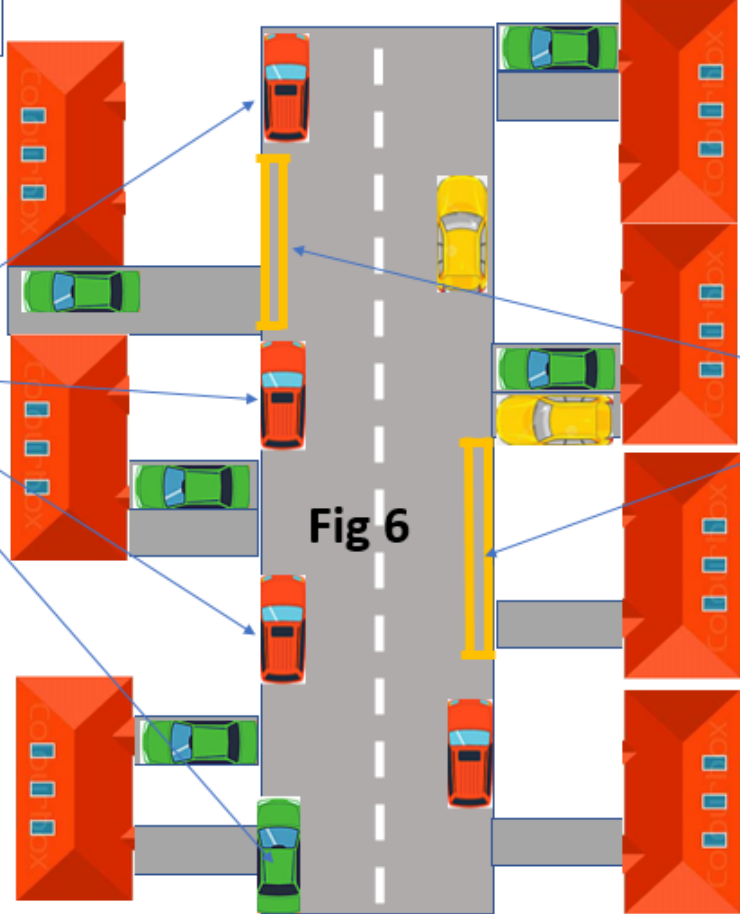
If the resident with off-street parking finds they are in a position where they request to have a parking restriction implemented to prevent vehicles parking in the street, but are happy for relatives or visitors to park in the area this will be considered as preferred parking and therefore a recommendation to decline the requested scheme.

If the resident is suggesting that the parking by non-residents is a safety and congestion issue and the technicians establish that passing places are required within the road to improve the traffic flow, a resident parking scheme is not the suitable solution as all cars will be considered as the potential issue. The Partnership cannot justify implementing a parking restriction on safety grounds with the intention to remove non residential parking, but allow residents and visitors to park in the same location with a resident permit. Therefore double yellow lines will be the suggested solution as shown in Fig 6



Safe available parking for any road user

If the resident is suggesting that the parking by non-residents is a safety and congestion issue and the technicians establish that passing places are required within the road to improve the traffic flow, a resident parking scheme is not the suitable solution as all cars will be considered as the potential issue. The Partnership cannot justify implementing a parking restriction on safety grounds with the intention to remove non residential parking but allow residents and visitors to park in the same location with a resident permit. Therefore double yellow lines will be the suggested solution as shown in Fig 6



24/7 double yellow lines to provide passing points for moving traffic to ensure free flow of traffic

## Appendix 3 Types of TROs

### Permanent TROs

A TRO can be permanent. There may be formal objections to Permanent TROs which must be addressed (and may ultimately be resolved at a Public Inquiry).

A Permanent TRO stays in place unless it is revoked or a new Order is introduced to replace/amend it.

### Temporary and Experimental TROs

Occasionally temporary orders or experimental orders are introduced which require a slightly different process which still gives people an opportunity to put forward their views.

The requirements for consultation on temporary and experimental Orders are somewhat different from Permanent TROs.

A Temporary Traffic Order is made under Section 14 (1) of the Road Traffic Regulation Act 1984.

Temporary Orders: –

- may be used when works affecting the highway require short-term traffic restrictions;
- are usually short-term but may last up to a maximum of 18 months; and
- are generally used to allow for works, protect the public from danger, to conserve, or allow the public to better enjoy a route.

A Temporary Order under s16A can be made for special events such as cycle races, carnivals etc. These can introduce, suspend or change parking restrictions both on the road on which the event is taking place and/or other roads which are affected by the event. These Orders may be for up to three days but are limited to one occurrence in any calendar year for any length of road.

An Order made under s.14/16A is required to be advertised (for 14 days in the local press) as given in s.16(2)/16C(2) – to notify the public of such regulations by virtue of Part II of The Road Traffic (Temporary Restrictions) procedure Regulations 1992, unless intention is given by Notice only, under Part III

An **Experimental Order** is like a Permanent TRO in that it is a legal document which imposes traffic and parking restrictions such as road closures, controlled parking and other parking regulations indicated by double or single yellow lines etc. The Experimental Traffic Order can also be used to change the way existing restrictions function.

Experimental orders can be introduced quickly and are used to test the success of a scheme before deciding whether to make it permanent.

Experimental Orders: –

- are used in situations that need monitoring and reviewing.
- usually last no more than eighteen months before they are either abandoned, amended or made permanent.
- may be made for any purpose to which permanent TROs can be made as such experimental orders cannot be made for speed or parking places.

An Experimental Traffic Order is made under Sections 9 and 10 of the Road Traffic Regulation Act 1984.

Changes can be made during the first six months of the experimental period to any of the restrictions (except charges) if necessary, before the Council decides whether or not to continue with the changes brought in by the Experimental Order on a permanent basis.

It is not possible to lodge a formal objection to an Experimental TRO until it is in force. Once it is in force, objections may be made to the TRO being made permanent and these must be made within six months of the day that the Experimental Order comes into force.

If feedback or an objection is received during the period that suggests an immediate change to the experiment that change can be made and the experiment can then proceed.

If the Experimental TRO is changed, then objections may be made within six months of the day that it is changed.

Requests for Temporary and Experimental Orders will be sent and processed by ECC (Contact Essex 0845 743 0430)

There is another type of Order called an **Urgency Order**, a type of temporary order which may be carried out when urgent work requiring restrictions must be carried out immediately.

## **Appendix 4**

### **Functional Route Hierarchy**

The Traffic Management Strategy adopted by the County Council in 2005 identified and defined a Functional Route Hierarchy divided into County Routes and Local Roads.

The County Routes provide the main traffic distribution function in any area and give priority to motorised road users. The Traffic Management Strategy splits County Routes into Priority 1 and Priority 2.

Priority 1 County Routes may be inter-urban or connecting routes, radial feeder or town centre access routes. What is important is the need to maintain free flowing traffic movement on them due to the function they perform within the network. Priority 2 County Routes are all those County Routes which do not fall into the Priority 1 category.

The Traffic Management Strategy defines Local Roads as being all non-County Routes, further subdividing into developed (generally residential) roads and rural (unclassified routes linking developed areas) roads.

Local roads support a different balance of motorised and non-motorised road users. Account must be taken of the differences in form and function of local urban roads and local rural roads.

The following web site link provides access to a map of the Essex County road network which details the road network forming the Functional Route Hierarchy:

<http://www.essexworkstraffweb.org.uk/>

# Appendix 5

## TRAFFIC REGULATION ORDER - REQUEST FORM



### Assessment

Basildon	Brentwood	Castle Point	Chelmsford	Maldon	Rochford
Location		Road			
Date:	Name				
Address					
				Reference no.	
Reason for request: _____					
_____					
_____					
Does the request meet ECC safety and congestion criteria?					Yes
					No
Confirm Ref. no.		Date			

### Source

Member of Parliament	
Essex County Council	
Local Councillor within SEPP area	
Parish Council / Councillor	
Essex Police	
Other Emergency Service	
Bus Operator	
HGV Operator	
Business / trade organisation	
Resident	
Other (please state) -	

### Consider

	Yes	No
Is the request compatible with the South Essex Parking Partnership Policy		
If No please explain:-		
_____		
_____		
Does the person requesting a parking restriction live in the road likely to be affected by a restriction		
Have other requests been received		
If yes number of requests		



TRAFFIC REGULATION ORDER - REQUEST FORM



	Yes	No
Is there an alternative solution		
If there is an alternative solution please explain:-		

**Existing parking provision**

Number of properties		Number of properties with off-street parking	
2 parking spaces		3 or more spaces	Number of driveways

**Monitoring (if applicable)**

Capacity of on-street parking spaces -			
Date/time & observations			No.
1.	Parked vehicles		
	Spaces available		
2.	Parked vehicles		
	Spaces available		
3.	Parked vehicles		
	Spaces available		
4.	Parked vehicles		
	Spaces available		
5.	Parked vehicles		
	Spaces available		
6.	Parked vehicles		
	Spaces available		
7.	Parked vehicles		
	Spaces available		
8.	Parked vehicles		
	Spaces available		
9.	Parked vehicles		
	Spaces available		
10.	Parked vehicles		
	Spaces available		
If it is considered there is insufficient on-street parking caused by non-residents then proceed with consultation			

## TRAFFIC REGULATION ORDER - REQUEST FORM



### Pre consultation information

Type of road	A Road	B Road	Residential	Cul-de-sac
Width of carriageway	metres			
Can vehicles park both sides without restricting traffic flow	Yes			
	No			
If no please explain:				

### Consultation (if applicable)

After a period of monitoring, is a consultation required	Yes	
	No	
Consultation results	Number of properties	
	Support x	
	Objects x	
	No response x	
Is there a clear majority in support of a scheme	Yes	
	No	

### Implications

Will parking restrictions present enforcement problems	Yes	
	No	
Would the introduction of a scheme cause unacceptable problems in adjacent roads	Likely	
	Possible	
	Unlikely	
Estimated cost of scheme (including traffic regulation order)	£	

### Summary

Technician summary:	
Name:	Date:

TRAFFIC REGULATION ORDER - REQUEST FORM



Lead Officer summary:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Scheme approved	Yes	
	No	
Funding source		

**Important dates**

Added to schemes list		Funding approved	
Publication date (proposal)		Publication date (Order)	
Operational date		Lines & signs completed	

## **Application form for requesting a parking restriction**

This document sets out how you can apply for a parking restriction. All requests are thoroughly investigated and are subject to a democratic process before determining if the request can proceed formally. Details of the process are set out below.

What you need to do:

- Please complete the attached form with as much detail as possible.
- It is recommended that you gather sufficient support for your request. It is also important that a high percentage of people affected by the request are also in full support of a proposal. A petition is included with the attached form if you wish to canvass your neighbours and other residents living in the road.
- Support from your local Ward Councillor and/or your Essex County Council (ECC) Councillor is also advisable.
- Once you have completed the form, send it to:

**Post:**       **Traffic Regulation Orders (TRO) Team**  
South Essex Parking Partnership  
Chelmsford City Council  
Civic Centre  
Duke Street  
Chelmsford  
Essex, CM1 1JE

**Email:**      [trafficreg@chelmsford.gov.uk](mailto:trafficreg@chelmsford.gov.uk)

What happens next:

- The South Essex Parking Partnership (SEPP) Technicians will send it to ECC in the first instance for assessment against their safety and congestion policy criteria.
- If the request meets the ECC safety and congestion policy criteria, ECC will take the necessary action to implement a parking scheme (subject to available funding).
- If ECC Officers decide that the request for a parking restriction has no safety or congestion implications, they will decline the request and advise the SEPP accordingly.
- A SEPP Technician will then be assigned to investigate the request and gather information. This may include site visits and an informal consultation with local interest groups.
- The Technician will produce a report with a recommendation to accept or decline the request. The report will be discussed with the relevant Parking Partnership lead officers and elected Member representative for a local decision on whether to proceed with the scheme. You will be advised of the outcome.
- All schemes agreed locally to progress will then be costed for submission to the SEPP Joint Committee or a relevant Sub Committee to approve the necessary funding to proceed with a proposed Traffic Regulation Order.

## Request for parking restrictions

Please use **BLOCK CAPITALS** when completing this form and send it to:

**Post:** Traffic Regulation Order (TRO) Team  
South Essex Parking Partnership  
Chelmsford City Council  
Civic Centre  
Duke Street  
Chelmsford  
Essex, CM1 1JE

**Email:** [trafficreg@chelmsford.gov.uk](mailto:trafficreg@chelmsford.gov.uk)

<b>Applicant's name:</b>	_____
<b>Address:</b>	_____ _____ _____
<b>Postcode:</b>	_____
<b>Email address:</b>	_____
<b>Telephone no.:</b>	_____
<b>Signature:</b>	_____

<b>Please state which Ward Councillor(s)/ECC Councillor(s) are in support of your proposal:</b>	
<b>Councillor(s):</b>	_____
<b>Ward:</b>	_____
<b>Town:</b>	_____

<b>What is the problem which has resulted in this request?</b> <i>Describe the issues being faced and the causes of the problem.</i>

**Have you read the South Essex Parking Partnership policy on implementing new parking restrictions?**  
*The policy can be found at: <https://www.chelmsford.gov.uk/sepp>*

Yes                       No

**How does your request meet the policy criteria?**

**What is your suggested solution?\***  
*Please tick one box only to indicate the type of restriction.*

**Resident Permit Zone** (No-one is allowed to park unless they are a resident and have a permit. This can be at certain times of the day)  
 (complete 'Times of operation detail' box)

**Waiting prohibited at certain times (single yellow line)** (No-one is allowed to park at certain times of the day)  
 (complete 'Times of operation detail' box)

**Waiting prohibited at all times** (No-one is allowed to park)  
 (double yellow lines)

**Other type of restriction** Please state:

**Times of operation details:**

**Days:**

Mon      Tues      Wed      Thurs      Fri      Sat      Sun

**Hours:**

Between  to  and  to

<b>What are the full details of your suggestion solution?</b> <i>Please write full details of your solution. You may include a detailed sketch or plan</i>

<b>What is to be achieved by the suggested solution?</b> <i>(Describe how your solution will alleviate the issues described above and what the result that you wish to achieve is.)</i>

<b>What local support can you demonstrate for the proposal?</b> <i>(Please provide copies of correspondence or petitions that you have received in relation to this location.)</i>

\*Traffic technicians will consider the proposal and suggested solution against the problems being experienced and the evidence, including supporting documents provided, to assess the appropriateness. They may recommend an alternative solution as part of this process.

**Data Protection Declaration:** Chelmsford City Council is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website at <https://www.chelmsford.gov.uk/your-council/our-website/privacy-policy/> for details. Please contact us if you need the privacy notice in an alternative format.

If you need assistance to complete this form, please contact the Traffic Regulation Orders (TRO) Team on 01245 606710.

Request for parking restrictions – Petition form

This request for parking restrictions is being collated by: \_\_\_\_\_

Address on request form: \_\_\_\_\_

Location: \_\_\_\_\_

Type of scheme requested: \_\_\_\_\_

By signing this form, you are giving support for the proposed parking restrictions as detailed on the request form attached. All entries must be completed in full, otherwise they will be disregarded from this petition.

<b>Name:</b>	_____
<b>Address:</b>	_____
<b>Signature:</b>	_____

<b>Name:</b>	_____
<b>Address:</b>	_____
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