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The high volume of vehicles on our roads, along with anticipated increases in this level, inevitably impacts on the quality of life in the county. Whether residents have concerns about speeding, parking or structural damage, often their first port of call for help and advice is to their Local Member or Parish Council.

Typically the issues raised include:

A. Commuter parking on local roads
   - Clogging up local streets
   - Restricting access to residential parking and access to properties
   - Affecting the free flow of traffic

B. Dangerous parking restricting road users’ vision
   - Parking around junctions
   - Parking on bends
   - School parking

C. Speeding traffic in villages and towns on rural roads
   - Increased risk of a collision
   - Intimidation to walkers, cyclists and horse riders
   - Higher CO₂ emissions and noise levels

D. Heavy Goods Vehicles on narrow or weak roads
   - Damaging buildings, roads and bridges
   - Congestion on the roads
   - Diminishing the character, amenity and environment of an area

Herefordshire Council (“the Council”) understands that many local communities are concerned with these issues and this guide explains how to deal with various traffic problems. A process has been developed, in partnership with Balfour Beatty Living Places (BBLP), to provide a more efficient way of handling the large volume of traffic requests so that appropriate schemes can be delivered on the ground.

Waiting and moving traffic restrictions are known as Traffic Regulation Orders (TROs) and can only be implemented or changed through a legal process which is governed by complex legislation.

All TROs are managed on behalf of the Council and BBLP through its Traffic Management Team. Where and how the various TROs are used is determined by legislation and guidance issued by the Department for Transport.

A TRO can only be implemented for one or more of the following purposes:

- Avoiding danger to persons or traffic;
- Preventing damage to the road or to buildings nearby;
- Facilitating the passage of traffic;
- Preventing use by unsuitable traffic;
- Preserving the character of a road especially suitable for walking or horse riding;
- Preserving or improving amenities of the area through which the road runs;
- For any of the purposes specified in the Environment Act 1995 in relation to air quality;
- Conserving or enhancing the natural beauty of the area.

The aim of this Toolkit is to give Local Members and Parish Councils information and understanding on:

- How to manage requests for traffic restrictions;
- Different types of restrictions available;
- The process required to implement Traffic Regulation Orders, including time-scales and costs;
- Their role in the process and in carrying out consultations.

This Toolkit is designed to help Local Members and Parish Councils to manage these demands together with giving information on how to engage with their communities in order to identify the problems and help with finding the best solution.
When residents raise concerns with their Local Member or Parish Council it is important to identify the nature and the extent of the residents' concerns, and to identify options that may resolve the issue:

- Is the detail of the problem clearly understood?
- When does the problem occur?
- What do residents think is the solution?
- Do all the residents agree?
- What are the facts – traffic data and casualty statistics?

It is also important that the local community, together with their Local Member and Parish Council, consider the implications of any potential solution to the issue:

- The knock-on impacts on other roads
- The costs of the scheme
- The implementation time-scales
- Multiple requests in same area
- Types of restrictions and their enforceability

Due to the volume of traffic requests received by the Council it is necessary to categorise them into the four main groups set out below. This also helps to identify a range of possible solutions.

Many issues can be resolved by carrying out minor traffic engineering works, whilst others may require a combination of a TRO and a traffic engineering scheme; in some cases there may not be any practical solution. However, the table below outlines the most common parking and moving traffic issues, which are usually resolved by the implementation of a TRO; the type of TRO will vary, depending on the specific requirements and complexity of the issue.
<table>
<thead>
<tr>
<th>ISSUE</th>
<th>TRO TYPE</th>
<th>Waiting restriction</th>
<th>Waiting restriction</th>
<th>Waiting restriction</th>
<th>Loading restriction</th>
<th>School Keep Clear</th>
<th>Resident s parking zone</th>
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<th>Moving traffic prohibitions</th>
<th>Compulsory traffic movements</th>
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<tbody>
<tr>
<td>No waiting at any time</td>
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<td>Waiting limited to the periods indicated on the sign</td>
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<td>Waiting for loading only during periods indicated on the sign</td>
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<td>Waiting by Blue Badge holders only during periods indicated on the sign</td>
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<td>Waiting by one main user group and limited waiting by other users</td>
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<td>Compulsory traffic movements</td>
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<td>Waiting any time or during periods indicated on the sign except certain classes of vehicles</td>
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<td>Waiting restriction</td>
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<td>Reduction/ increase of the maximum legal speed on a road</td>
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<td>Prohibition of vehicles over maximum gross weight shown in tonnes, except for access</td>
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<tr>
<td>Prohibition of vehicles over maximum gross weight shown in tonnes, no exemptions</td>
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<td>Waiting restriction</td>
<td>Waiting restriction</td>
<td>Waiting restriction</td>
<td>Loading restriction</td>
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<td>Prohibition of vehicles over maximum width/length/height as indicated on the sign</td>
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<td>Moving traffic prohibitions</td>
<td>Compulsory traffic movements</td>
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<tr>
<td>No Entry, No L/R/U turn, No overtaking</td>
<td>Waiting restriction</td>
<td>Waiting restriction</td>
<td>Waiting restriction</td>
<td>Waiting restriction</td>
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<td>Turn L/R, One way</td>
<td>Waiting restriction</td>
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</table>

- **Double yellow lines**: Indicates no stopping or parking at any time.
- **Single yellow line and signs**: Indicates no stopping during specified times.
- **Yellow kerb bips and signs**: Indicates restricted access.
- **Yellow zig-zag line and signs**: Indicates restricted access.
- **Entrance/Exit signs**: Indicates entry or exit points.
- **Dashed white line bay and signs**: Indicates temporary parking.
- **Dashed white line bay and signs**: Indicates temporary parking.
- **Entrance/Exit signs**: Indicates entry or exit points.
- **Signs**: Various signs indicating restrictions.
- **Reduction/increase of the maximum legal speed on a road**: Indicates changes in speed limits.
- **Prohibition of vehicles over maximum gross weight shown in tonnes, except for access**: Indicates weight restrictions.
- **Prohibition of vehicles over maximum gross weight shown in tonnes, no exemptions**: Indicates weight restrictions.
- **Prohibition of vehicles over maximum width/length/height as indicated on the sign**: Indicates size restrictions.
- **No Entry, No L/R/U turn, No overtaking**: Indicates traffic prohibitions.
- **Turn L/R, One way**: Indicates specific turn prohibitions.

**Category:**
- **Safety**
  - Parking at a junction which increases risk to the safety of other road users
  - Parking in a location, other than a junction, which increases the risk to the safety of other road users
  - Parking close to facilities with disregard for safety
  - Parking on a footway/verge which increases the risk to the safety of pedestrians
  - Perceived safety problem where the speed, volume and/or type of traffic is seen as dangerous for other road users

- **Capacity**
  - Parking by non-residents restricts the capacity for residents to park
  - Parking by a user group restricts the available capacity of parking for another user group
  - Long-stay parking inhibits sufficient turnover of parking spaces
  - Existing parking provision is under-utilised and restricts the capacity of parking for a particular users group

- **Accessibility**
  - Parking obstructs the use of the high-way which inhibits free flow traffic
  - Parking obstructs the use of an access to or from the carriageway

- **Amenity**
  - Parking damages the grass verges and detracts from the visual amenity
  - Parking detracts from the local amenity

- **Record of speed/weight related personal injury collisions**
- **Conflict between different types of road users - pedestrians, cyclist, motor vehicles etc.**
- **Perceived safety problem where the speed, volume and/or type of traffic is seen as dangerous for other road users**

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- **Parking on a footway/verge which increases the risk to the safety of pedestrians**

- **Perceived safety problem where the speed, volume and/or type of traffic is seen as dangerous for other road users**
3. HOW TRAFFIC REGULATION ORDERS (TROs) WORK

A TRO is the legal order introduced under the Road Traffic Regulation Act 1984, by which traffic authorities, such as Herefordshire Council, implement most traffic management controls in their area. TROs are designed to regulate, restrict or prohibit the use of a road (or any part of the width of a road) by vehicular traffic or pedestrians. They can apply at all times or during specified periods, and certain classes of traffic can be exempted from them.

When implementing TROs, highway authorities have a duty in law “to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians)” (Section 122 of the Act). TROs must be supported on the street by lines, markings and signs, as prescribed by the Traffic Signs Regulations and General Directions 2016 (TSRGD 2016), or as specially authorised by the Secretary of State for Transport.

Typical controls that can be introduced under the 1984 Act include regulation of speed, size/weight, movement and parking of vehicles. In most cases, TROs are made as a result of requests from local communities or the police to address specific road safety issues.

When a local community, represented by their Parish Council and Local Member, raises a traffic issue and tries to identify a possible solution e.g. suitable TRO, they need to consider its potential cost, implementation time-scales, enforceability and knock-on impact on other streets/communities.

The most commonly requested TROs are described in the following section. For each type of TRO, information is provided under the following sub-headings:

- **Physical requirements:**
  a brief description of traffic signs and road markings that might be needed to implement the TRO.

- **How it works:**
  a description of the restriction that the TRO introduces and any significant exemptions.

- **Typical application:**
  examples of situations where such a TRO might be appropriate.

- **Things to consider:**
  possible impacts and consequences of the TRO.

- **Enforceability:**
  who enforces the TRO, the type of penalty available, the observation period i.e. *how long a Civil Enforcement Officer must observe a breach of the TRO before issuing a penalty.*

- **Average waiting time:**
  the length of time before the Council is able to commence work on a request.

- **Average implementation time:**
  the length of time taken to implement a TRO once the Council has commenced work.

- **Minimum implementation cost:**
  a typical lower band for the cost of implementing a straightforward TRO of this type.
A. WAITING RESTRICTIONS

NO WAITING AT ANY TIME
Double yellow lines

**Average waiting time**

Minimum of two years
*if funded by the Council*
Maximum of three months
*if funded by the applicant*

**Average implementation time**

Eight months

**Minimum implementation cost**

£4,000

KEY FACTS

**PHYSICAL REQUIREMENTS**

Two parallel yellow lines, 50mm – 100mm wide, no signs, as double yellow lines apply 24 hours seven days per week.

**HOW IT WORKS**

Motorists cannot park e.g. to leave their vehicle unattended but they can stop to allow passengers to board or alight, or load and unload, if necessary.

Blue badge holders can park on double yellow lines for three hours, if not obstructing the moving traffic.

**TYPICAL APPLICATION**

On narrow streets, at junctions, at congested areas.

For enhanced road safety. To prohibit parking in streets where it is dangerous to park or would cause congestion.

**THINGS TO CONSIDER**

Clearing parked vehicles from streets by means of double yellow lines tends to lead to an increase in vehicle speeds and thus an increase in the likelihood of serious injury if collisions occur.

Introducing double yellow lines may have a knock-on impact on other roads or residents.

**ENFORCEABILITY**

Double yellow lines are enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO may be issued with a high level Penalty Charge Notice (PCN); observation time – five minutes.
A. WAITING RESTRICTIONS

NO WAITING DURING PERIODS INDICATED ON THE SIGN

Single yellow line

<table>
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<td>AVERAGE WAITING TIME</td>
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</table>
| Minimum of two years  
if funded by the Council |
| Maximum of three months  
if funded by the applicant |
| AVERAGE IMPLEMENTATION TIME |
| Eight months |
| MINIMUM IMPLEMENTATION COST |
| £4,000 |

PHYSICAL REQUIREMENTS

Single yellow line, 50mm – 100mm wide, with signs, indicating the times of operation.

HOW IT WORKS

Motorists cannot park e.g. to leave their vehicle unattended but they can stop to allow passengers to board or alight, or load and unload, if necessary, during prohibited periods.

Blue badge holders can park on single yellow lines for three hours, if not obstructing the moving traffic.

TYPICAL APPLICATION

On residential streets, in congested areas caused by an attraction or where streets are used as an alternative to paid parking (shoppers, commuters etc.).

For enhanced road safety. To prohibit parking in streets where it is dangerous to park or would cause congestion.

THINGS TO CONSIDER

Clearing parked vehicles from streets by means of single yellow lines tends to lead to an increase in vehicle speeds and thus an increase in the likelihood of serious injury if collisions occur.

Introducing single yellow lines may have a knock-on impact on other roads or residents.

ENFORCEABILITY

Single yellow lines are enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO, may be issued with a high level Penalty Charge Notice (PCN); observation time – five minutes.
A. WAITING RESTRICTIONS

FOOTWAY / VERGE BAN
No parking on a footway / verge

Average waiting time
Minimum of two years
if funded by the Council
Maximum of three months
if funded by the applicant

Average implementation time
Eight months

Minimum implementation cost
£4,000

KEY FACTS

PHYSICAL REQUIREMENTS
Entrance and exit signs at all entrances and exits to the street (area).

HOW IT WORKS
Motorists cannot park on the footway/verge; no drivers are exempt from this restriction.

TYPICAL APPLICATION
In areas where the footway is narrow and parking on the footway reduces its remaining width, resulting in obstruction to pedestrians, particularly wheelchair users and people with pushchairs.

In areas where the footway or verge can be easily damaged by parked vehicles.

For enhanced road safety – to prevent pedestrians and wheelchair users being forced into the road.

To prevent broken paving slabs, broken kerbs and damage to drainage and other utilities.

WAITING RESTRICTIONS

THINGS TO CONSIDER
By clearing footways of parked vehicles by using a footway ban, the road may not be wide enough to allow parking on both sides and therefore reduce the number of available parking spaces.

Waiting restrictions can be put in place instead and they will apply to cars on the verge/footway as well as on the road.

ENFORCEABILITY
Footway/verge ban is enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO, may be issued with a high level Penalty Charge Notice (PCN); no minimum observation time is required.
A. WAITING RESTRICTIONS

LOADING BAN
No loading during periods indicated on the sign

Average waiting time

Minimum of two years  
*if funded by the Council*

Maximum of three months  
*if funded by the applicant*

Average implementation time

Eight months

Minimum implementation cost

£4,000

KEY FACTS

PHYSICAL REQUIREMENTS

50mm – 100mm wide yellow kerb blips across and down the kerb face at three metre intervals. Signing is required.

HOW IT WORKS

Motorists cannot wait or park adjacent to these markings during prohibited periods but they can stop to allow passengers to board or alight; no drivers are exempt from this restriction.

TYPICAL APPLICATION

On narrow streets where waiting or parking would cause danger or congestion.

At critical points close to accesses or egresses.

THINGS TO CONSIDER

A loading ban is usually combined with double or single yellow lines in order to achieve the effect of the yellow keep clear zigzag lines - in locations other than schools and emergency services.

ENFORCEABILITY

Loading ban is enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO, may be issued with a high level Penalty Charge Notice (PCN); no minimum observation time is required.
A. WAITING RESTRICTIONS

RESIDENTS’ PARKING ZONE
No waiting except residents’ permit holders

**Average waiting time**
- Minimum of two years
  - if funded by the Council
- Maximum of three months
  - if funded by the applicant

**Average implementation time**
Eight months

**Minimum implementation cost**
£4,000

**KEY FACTS**

**PHYSICAL REQUIREMENTS**
No bay markings are needed, signs only – at each entrance/exit to the zone.

**HOW IT WORKS**
The entire road/area is reserved solely for permit holders (residents and their visitors).
Any part of a road/area may include a prohibition of waiting, which would apply equally to permit holders and would be signed and marked as usual.
Blue badge holders can park for an unlimited time.

**TYPICAL APPLICATION**
On narrow streets where waiting or parking would cause danger or congestion.
At critical points close to accesses or egresses.

**THINGS TO CONSIDER**
The zone can be oversubscribed, depending on capacity available versus parking demand.
Residents will have to buy permits; there will be limitations as to the number of permits allowed per dwelling and residents do not have a specific allocated space.
Residents’ parking zones are environmentally friendly – no lines on the road, no street clutter.
There may be an impact on services/businesses located within the area.

**ENFORCEABILITY**
Residents’ parking zones are enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO, may be issued with a Penalty Charge Notice (PCN); specific observation procedure.
A. WAITING RESTRICTIONS

LIMITED PARKING BAY
Waiting limited to the periods indicated on the sign

Average waiting time

Minimum of two years
if funded by the Council
Maximum of three months
if funded by the applicant

Average implementation time
Eight months

Minimum implementation cost
£4,000

KEY FACTS

PHYSICAL REQUIREMENTS
Parking bay marked with 50mm – 100mm wide broken white lines; sign(s) required.

HOW IT WORKS
Motorists cannot overstay the permitted time allowance, indicated on the sign.
Motorists cannot return to the same parking place within a certain length of time, indicated on the sign.
Blue badge holders can park for an unlimited time, unless otherwise specified on the sign.

THINGS TO CONSIDER
These bays can be onerous to enforce as two observations are needed.

ENFORCEABILITY
Limited bays are enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO, may be issued with a low level Penalty Charge Notice (PCN); specific observation procedure.

TYPICAL APPLICATION
In town centres and in front of business premises.
To allow a turnover of on-street parking and prevent all-day parking.
A. WAITING RESTRICTIONS

LOADING BAY
Waiting for loading only, during periods indicated on the sign

Average waiting time
Minimum of two years
if funded by the Council
Maximum of three months
if funded by the applicant

Average implementation time
Eight months

Minimum implementation cost
£4,000

KEY FACTS

PHYSICAL REQUIREMENTS
Parking bay marked with 50mm – 100mm wide broken white lines; white “LOADING ONLY” road marking; sign with loading symbol, may include time limit or times of operation, if applicable.

HOW IT WORKS
Motorists cannot wait in the bay unless actively loading heavy or bulky items.

Blue badge holders can only park in these bays, if they are loading/unloading.

TYPICAL APPLICATION
In town centres and other shopping/business areas where there is a need for regular deliveries.

To reserve kerb space for deliveries.

THINGS TO CONSIDER
Some bays only permit commercial vehicles; if this is the case, Blue badge holders are not exempt.

ENFORCEABILITY
Loading bays are enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO, may be issued with a Penalty Charge Notice (PCN); observation time – 5 minutes.
A. WAITING RESTRICTIONS

“DISABLED” PARKING BAY
Waiting by Blue Badge holders only, during periods indicated on the sign

**Average waiting time**

- Minimum of two years *if funded by the Council*
- Maximum of three months *if funded by the applicant*

**Average implementation time**

- Eight months

**Minimum implementation cost**

- £4,000

---

**KEY FACTS**

**PHYSICAL REQUIREMENTS**

Parking bay marked with 50mm – 100mm wide broken white lines; white “DISABLED” road marking; sign with wheelchair symbol, may include time limit or times of operation.

**HOW IT WORKS**

Motorists cannot park without a valid and correctly displayed Blue badge. Some bays limit the waiting time for Blue badge holders and a time disk must be displayed. Other motorists can stop to allow passengers to board or alight.

**TYPICAL APPLICATION**

In town centres and other trade or recreating areas.
To allow people with mobility issues to park conveniently near to facilities.

**THINGS TO CONSIDER**

These bays cannot be designated to individuals; they are not appropriate for residential areas.

**ENFORCEABILITY**

Disabled bays are enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO, may be issued with a Penalty Charge Notice (PCN); no minimum observation time is required.
A. WAITING RESTRICTIONS

SHARED USE PARKING BAY
Waiting by one main user group and limited waiting by other users

**Average waiting time**

Minimum of two years
*if funded by the Council*

Maximum of three months
*if funded by the applicant*

**Average implementation time**

Eight months

**Minimum implementation cost**

£4,000

**KEY FACTS**

**PHYSICAL REQUIREMENTS**

Parking bay marked with 50mm – 100mm wide broken white lines; sign is required. Additional lines/signs may also apply.

**HOW IT WORKS**

Varies, depending on type of restriction.

In some cases the bay is occupied by different users at different times; in other cases – one class of vehicles can use the bay at times simultaneously with another class of vehicles.

**TYPICAL APPLICATION**

In areas of high demand for parking.

To maximise the capacity of the available road space; to meet the demand for parking of different groups of motorists.

**THINGS TO CONSIDER**

The times can be unclear or confusing in the case of more complex restrictions.

**ENFORCEABILITY**

Shared bays are enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO may be issued with a Penalty Charge Notice (PCN); in most cases observation times apply.
A. WAITING RESTRICTIONS

CONTROLLED/RESTRICTED PARKING ZONE
No waiting during periods indicated except in bays signed or for loading

**Average waiting time**

Minimum of two years
*if funded by the Council*
Maximum of three months
*if funded by the applicant*

**Average implementation time**

Eight months

**Minimum implementation cost**

£4,000

**KEY FACTS**

**PHYSICAL REQUIREMENTS**
No road markings for the waiting (and loading) restriction are needed, parking bay markings and yellow lines elsewhere are needed; signs are needed – at each entrance/exit to the zone.

**HOW IT WORKS**
Motorists can only park in the designated parking bays, which are signed at each bay.

Motorists are not allowed to park outside the designated bays, during the hours indicated on the entrance signs. Loading outside the bays may be permitted.

**TYPICAL APPLICATION**
In town centres or busy commercial/transport areas. In some cases in residential areas, close to a town centre.

For enhanced road safety.

To manage high volumes of traffic and regulate parking in streets with high parking demand.

**THINGS TO CONSIDER**
May be suitable for residential areas, please discuss with the BBLP Traffic Management team.

**ENFORCEABILITY**
Restricted parking zones are enforced by the Council’s Civil Enforcement Officers; any vehicle parked in contravention of the TRO, may be issued with a Penalty Charge Notice (PCN); observation times may vary.
B. MOVING TRAFFIC RESTRICTIONS

SPEED LIMIT
Reduction/increase in the maximum legal speed on a road

Average waiting time
- Minimum of two years if funded by the Council
- Maximum of three months if funded by the applicant

Average implementation time
Eight months

Minimum implementation cost
From £4000 without supporting physical measures, from £10,000 with supporting physical measures

KEY FACTS

The three national speed limits are:
- 30 mph on roads with street lighting (called “restricted roads”)
- 60 mph on single carriageway roads
- 70 mph on dual carriageways and motorways

These national speed limits are not, however, appropriate for all roads. The speed limit regime, set up by the Department for Transport, enables traffic authorities like the Council to set local speed limits in situations where local conditions suggest a need for a speed limit which is different from the national speed limit. For example, while higher speed limits are appropriate for strategic roads between main towns, lower speed limits will usually apply within towns and villages.

PHYSICAL REQUIREMENTS
Terminal signs, stating the limit in miles per hour, on one/both sides of the road, to indicate the beginning and end of maximum speed limits. Repeater signs at appropriate intervals along the road. Different rules apply to “restricted roads”.

HOW IT WORKS
Motorists must not exceed the speed limit.

TYPICAL APPLICATION
On roads with a speed-related collision history.
Outside schools, care homes, urban areas with a high population density, etc. – as a result of concerns over the safety of vulnerable road users.
To manage vehicle speeds and improve road safety.
THINGS TO CONSIDER

It is important to set reasonable speed limits as experience shows that changing to a lower speed limit will not necessarily be successful in significantly reducing the speed of traffic if the average speeds are much higher. If a speed limit is set too low this can result in the majority of drivers criminalising themselves, which brings speed limits into disrepute; but, even more importantly, an unrealistically low speed limit can lead to a worsening of the safety/collision record.

There should be no expectation that the police will be able to provide regular enforcement if a speed limit is set too low, as this can result in an unreasonable additional demand on police resources. In some cases speed limits should be considered as part of a package of physical, self-enforcing traffic engineering measures such as alterations to road lining and the construction of features like village gateways, chicanes and speed cushions.

An investigation takes place into the accidents and casualties which have occurred before the speed limit is changed; particular weight is given to vulnerable road users such as pedestrians, cyclists, children and older people. Part of that investigation includes a one-week survey of vehicle speeds in one or more locations and the findings are then compared with the existing speed limit and the proposed new limit.

If analysis confirms the need for a lower speed limit, a new speed limit TRO with or without supporting physical measures (known as traffic calming measures – speed cushions, raised tables, etc.) will be implemented.

ENFORCEABILITY

All speed limits in Herefordshire are enforced by the West Mercia Safer Roads Partnership on behalf of the West Mercia Police.

The West Mercia Safer Roads Partnership runs a Community Concern Speed Enforcement Programme, which aims to address concerns raised by local residents and community groups about speeding in their communities. It is recommended that any speeding concerns are discussed with the Parish Council in the first instance who can then raise the issue with the Safer Roads Partnership via their website or in writing:

www.srpwestmercia.org.uk
PO Box 446, Worcester, WR2 4YR
### B. MOVING TRAFFIC RESTRICTIONS

**WEIGHT OR SIZE LIMIT**  
_Prohibition of vehicles over maximum gross weight/height/length/width, indicated on the sign_

---

**Average waiting time**  
Minimum of two years  
If funded by the Council  
Maximum of three months  
If funded by the applicant

**Average implementation time**  
Eight months

**Minimum implementation cost**  
£4,000

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### KEY FACTS

**PHYSICAL REQUIREMENTS**  
Directional terminal signs that indicate the start and the end of the restriction.

**HOW IT WORKS**  
Motorists must not drive a vehicle through the restriction when the maximum permitted weight/size of the vehicle exceeds the limit indicated on the sign.

In general vehicles over the posted weight/size may enter a restriction if they need access to collect or deliver goods or undertake maintenance in, or on land adjacent to the stretch of road.

In case of structural weakness of parts of a road, such as weak bridge, low bridge, etc. no exemptions for access will be allowed.

**TYPICAL APPLICATION**  
On selected routes to regulate and restrict their use by certain types of Heavy Goods Vehicles – to preserve or improve the amenities of that area.

To restrict access for heavy/oversized vehicles from areas unsuitable for their weight/size or if they pose a danger (e.g. narrow village roads, roads adjoining schools, etc.).

**THINGS TO CONSIDER**  
It is important that an alternative route is available and it is clearly signed at the last place where a vehicle can divert. Directional signs should be used at junctions along the diversion’s entire length.

Advance warning of these restrictions should be given by incorporating the prohibitory sign into direction signs or advance direction signs.

**ENFORCEABILITY**  
HGV restrictions are enforced by the Police and the Council’s Trading Standards Department. Contravention of a weight or size restriction order is a criminal offence; both the driver and owner/operator of the vehicle can be liable for these offences.
B. MOVING TRAFFIC RESTRICTIONS

COMPULSORY AND PROHIBITED TRAFFIC MOVEMENTS
One way, No Entry, No L/R/U turn, etc.

Average waiting time
Minimum of two years
if funded by the Council
Maximum of three months
if funded by the applicant

Average implementation time
Eight months

Minimum implementation cost
£4,000

KEY FACTS

PHYSICAL REQUIREMENTS
Directional terminal signs that indicate the start and the end of the restriction.

HOW IT WORKS
Positive signs (mandatory blue signs) tell drivers what must be done; prohibitory signs (circular white and red signs) indicate an illegal manoeuvre. No exemptions are allowed.

TYPICAL APPLICATION
Bans on turning movements where either most vehicles making the manoeuvre are causing a safety issue or where the movement is likely to cause delays to traffic on a classified road. A prohibition on U-turns may be needed to support a turning ban elsewhere.

One way restrictions can also increase the amount of on-street parking in narrow roads. Also this restriction can lead to higher traffic speeds, particularly in narrow roads, since drivers will be confident that they will not meet an oncoming vehicle.

Compulsory and prohibited traffic movement restrictions can increase the distance vehicles need to travel.

ENFORCEABILITY
Traffic movement restrictions are enforced by the police only.
C. OTHER PARKING RESTRICTIONS (no TRO is required)

SCHOOL KEEP CLEAR

**No stopping during periods indicated on the sign**

---

**KEY FACTS**

### PHYSICAL REQUIREMENTS

100 mm wide yellow zigzag lines, large yellow “SCHOOL KEEP CLEAR” road markings accompanied by signs.

### HOW IT WORKS

Motorists cannot stop adjacent to these markings during prohibited periods; no drivers are exempt from this restriction.

### TYPICAL APPLICATION

Outside schools or the entrances to Emergency Services (police, fire, ambulance).

To ensure that free access is maintained during prohibited periods.

---

### THINGS TO CONSIDER

It is possible to install road markings only; they will be unenforceable without signs.

This restriction can be installed where there is a ‘no waiting’ restriction already in place.

### ENFORCEABILITY

School keep clear zigzags are enforced by the Council’s Civil Enforcement Officers; any vehicle stopped adjacent to these markings during prohibited periods, may be issued with a high level Penalty Charge Notice (PCN); no minimum observation time is required.

---

**Average waiting time**

Please contact the Traffic Management Team
trafficmanagement@balfourbeatty.com

**Average implementation time**

Please contact the Traffic Management Team
trafficmanagement@balfourbeatty.com

**Minimum implementation cost**

Please contact the Traffic Management Team
trafficmanagement@balfourbeatty.com
C. OTHER PARKING RESTRICTIONS (no TRO is required)

BUS STOP CLEARWAY
No stopping during periods indicated on the sign

**Average waiting time**
Please contact the Council’s Public Transport Co-ordinator on 01432 260960

**Average implementation time**
Please contact the Council’s Public Transport Co-ordinator on 01432 260960

**Minimum implementation cost**
Please contact the Council’s Public Transport Co-ordinator on 01432 260960

**KEY FACTS**

**PHYSICAL REQUIREMENTS**
Large parking bay marked with 100 mm wide broken yellow lines; large yellow “BUS STOP” road marking inside the bay; sign indicating the times of operation.

**HOW IT WORKS**
Prohibits all vehicles except buses and hackney carriages from stopping, even to pick up or drop off passengers, during the operating hours.

**TYPICAL APPLICATION**
In busy urban areas, to reserve kerb space for buses to pick up passengers.
In rural areas, where parked or loading vehicles are causing difficulties for buses accessing bus stops.

**THINGS TO CONSIDER**
There is a presumption against using bus stop clearways in rural, village or environmentally sensitive areas due to the visible impact of the road markings.

**ENFORCEABILITY**
Bus stop clearways are enforced by the Council’s Civil Enforcement Officers; any vehicle stopped adjacent to these markings during prohibited periods, may be issued with a high level Penalty Charge Notice (PCN); no minimum observation time is required.
4. RAISING A TRAFFIC OR PARKING ISSUE

Once a traffic or parking concern is raised with a Local Member or Parish Council and the nature and the extent of the issue has been clarified, the Local Member or a representative of the Parish Council should contact their Locality Steward.

The Locality Steward will visit the location, discuss the issue with the local community and advise if there is an immediate, non-TRO solution. Alternatively, the Locality Steward will fill in an “Assessment Request” (see Appendix A) and will forward the request to the Traffic Management Team.

A non-refundable assessment fee is applicable; the exact amount will be advised after the request is received by the Traffic Management team; the payment needs to be submitted prior to assessment.

A. ASSESSMENT REQUEST FORM

The Ward Councillor and City/Town/Parish Council representative should review the situation in the area with local residents, the community and nearby stakeholders and fill in the form in Appendix A. If the issue has been highlighted and the issue, the “Assessment Request Form” should be completed and sent to the Traffic Management Team.

Once a non-refundable assessment fee is applicable, the exact amount will be advised after the request is received by the Traffic Management Team. The payment needs to be submitted prior to assessment.

The assessment fee will cover work such as site inspections, any required surveys, investigations and initial design work.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost (incl. VAT)</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site visit</td>
<td>£XX</td>
<td>Additional comments on suitability of the location.</td>
</tr>
<tr>
<td>Additional site visits</td>
<td>£XX</td>
<td>Details to be filled by the Traffic Management Team</td>
</tr>
<tr>
<td>Further investigations</td>
<td>£XX</td>
<td>Details to be filled by the Traffic Management Team</td>
</tr>
<tr>
<td>Initial design work</td>
<td>£XX</td>
<td>Details to be filled by the Traffic Management Team</td>
</tr>
</tbody>
</table>

Appendices

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Assessment Request Form</td>
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<tr>
<td>B</td>
<td>Traffic Management Plan</td>
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<tr>
<td>C</td>
<td>Sample Report</td>
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<tr>
<td>D</td>
<td>Example Survey</td>
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<tr>
<td>E</td>
<td>Case Studies</td>
</tr>
</tbody>
</table>

Balfour Beatty Herefordshire Council

Working for Herefordshire
5. ASSESSMENT OF TRAFFIC MANAGEMENT REQUEST

A member of the Traffic Management team will contact the applicant upon receipt of an Assessment Request, in order to discuss the process and to agree a fee to include any surveys required.

Once the payment is received, an initial 'desktop' and 'site' investigation will be carried out to establish the extent of the reported traffic/parking issue. The assessment will indicate whether the request should be placed on the TRO waiting list, if an alternative solution can be developed or whether it is not appropriate to take the matter forward.

The assessment, in the majority of cases, will include:

- **Desktop study**
  - existing restrictions and traffic measures in the location – check all TROs and any engineering schemes, implemented previously in the location
  - road geometry on the map – identify possible isolated hazards such as bends, junctions, visibility – are there appropriate warning signs and road lines already in place?
  - collision history of the location, supplied by the Police – analyse the affected road users and all contributory factors, which will indicate if the reported traffic/parking issue was related to any of the collisions
  - road classification and function – is the road primarily a through route, where mobility is a priority, or, is it a local access road – where environment and community are more important?

- **Site investigation of the location and possible solutions**
  - enforceability of the existing TROs and engineering schemes, e.g. position and condition of signs and lines
  - road geometry on site – its vertical and horizontal alignment over the length of the road under investigation
  - roadside environment – the degree of urbanisation and roadside habitation, and related visual messages to drivers
  - vulnerable road users – the degree to which pedestrians, cyclists, horse and riders are present in the location; availability of safe footways or cycle tracks

- **Road or traffic surveys; different issues require different surveys**
  - In the case of parking issues there will be a number of site visits at various/random hours, in order to observe and document the situation. The cost of the site visits is included in the assessment fee on the previous page as they are undertaken by Traffic Management Team officers.
  - In the case of problems with a specific class of vehicles (for example lorries), a manual traffic survey(s) by ‘enumerators’ will be performed and the frequency and type of vehicles will be recorded. The assessment fee covers site visits and data analysis by the Traffic Management Team. Additional survey fees will apply depending on the nature of the issue, for instance for the enumerator survey.
  - If a change of a speed limit is requested, an automatic traffic count (ATC) is necessary, to gather evidence of the need for a new limit – a substantial amount of speed data over a period of time will be collected and analysed. The assessment fee covers site visits and data analysis by the Traffic Management Team. Additional survey fees will apply depending on the nature of the issue, for instance for an automated traffic count.
Please note, the assessment steps highlighted above provide a guide and are not exhaustive – where more than one issue is reported in the same location, or the traffic in the location has specific requirements, a complex solution may be required (such as more than one restriction or a combination of restriction and engineering measure(s), etc.). The Traffic Management Team may need to carry out additional investigations or surveys, such as a Road Safety Audit. If this is the case, a quotation of the cost will be provided in advance.

The outcome of the investigation, e.g. the Traffic Management Team’s decision on available solutions to the initial traffic/parking problem, will be presented as a drawing of the location, containing all existing regulations and all proposed restrictions; a brief explanation of the new restriction(s) and anticipated impact on the traffic or parking situation will be attached.

As a last step of the assessment process, if appropriate the Traffic Management Team will write to the Emergency Services to seek their agreement on the proposed traffic management measures. If applicable the proposal will be forwarded to local transport associations and public transport operators for consideration. Relevant local professional and community groups may also be notified.

The aim is to deliver the outcome of the assessment within two months; however, if the assessment requires a survey, it may take longer.

The Traffic Management Team’s decision will be emailed as an attached printable PDF file and it will include a plan (drawing) of all proposed options and the extent of the affected area. The reasons behind the proposed solution(s) and how it is designed to work will be explained. The estimated cost of the TRO will be provided.

Throughout the process the Traffic Management Team will give full support on the application and related documents and will be available to answer questions relating to design and cost.

If the applicant wishes to proceed with the TRO they will need to notify the Traffic Management Team of their intention to move forward to informally consulting with their communities. The next section outlines the application process and implementation procedure.
6. TRO CONSULTATION

The Council follows national best practice to ensure local support for all TRO proposals. If both the Parish Council and the relevant Local Member(s) are in favour of the proposal, they will need to carry out an informal consultation with the residents and businesses within the affected area (the area defined in the map of the proposal). The format of this consultation can vary from simple letter drops, door-to-door canvassing, community events, to any other format chosen. It is important that the community support is captured in a “Petition” format (see Appendix C) with signatures of the supporters, as appropriate.

If a new Residents’ Parking Scheme is being proposed, all households and business owners within the affected area must be given a chance to familiarise themselves with the proposal and to vote for/against the scheme, and to choose an option if applicable.

A special consultation pack has been developed to support parish councils and local members when undertaking this type of consultation. The pack contains guidance and provides appropriate templates outlined to the right.

The Traffic Management Team will provide the consultation pack and will be available for advice and support during the consultation period.

Informal consultations are particularly good in exposing issues that are likely to lead to objections at the statutory stages of consultation; highlighting the issues at this stage will help to address them in advance of the statutory process, which minimises the potential financial risk of a TRO being rejected at an advanced stage.

Informal consultations are also very useful if the Parish Council and the Local Member(s) intend to explore the funding options of the TRO and would like to seek community involvement. Funding a TRO application will secure faster delivery of the proposed restriction(s) as explained in detail below.
Where the outcome of the assessment is positive e.g. a solution to the initially reported traffic or parking issue is available and the local community supports the proposal, a notification to the Traffic Management Team should be given by submitting an application.

BBLP manages all TRO applications through a TRO ranked list, which is updated annually by adding and prioritising all new applications using a methodology agreed with the Council.

**Once a completed application has been received, it will be either:**

- progressed within next three months, if funded by the applicant, or
- held on file until the annual TRO ranking process is undertaken, then ranked and placed in the relevant position on the TRO waiting list

New applications will be ranked on the waiting list according to their score; additional points accrue by virtue of the length of time the application is on the waiting list.

**The criteria applied, when prioritising the applications, can be briefly outlined as follow:**

- **Speed limit applications**
  - Collision record – high number of collisions attributable to speed would raise the priority assigned to the request
  - Number of accesses to premises or land – The greater the number of accesses the higher the priority of the request
  - Length of the road – the collision record and number of accesses is calculated per km to compare sites on a like for like basis
  - Road classification – the nationally recognised hierarchy (related to the character and usage of the road) and a Herefordshire Council hierarchy (established for highway maintenance purposes) are taken into account - a strategic route will have a far higher traffic volume than a rural access lane, and the priority assigned will be higher accordingly

- **Estimated installation cost** – this factor is used when assessing the benefit of the restriction, the rating is divided by the cost of the installation (lines and signs)

- **All other applications**
  - Road Safety – is implementation considered necessary to address any specific accident issue confirmed by the collision history or major safety concerns?
  - Accessibility – would the restriction remove or create an obstruction to through traffic such as emergency services, buses, private vehicles?
  - Congestion – the anticipated impact of the restriction in reducing traffic congestion
  - Council Policy – is the implementation satisfying specific requirements of a scheme, project, network management or Local Transport Plan objectives?
  - Modal shift – would the restriction encourage more journeys to be made by sustainable means such as walking, cycling, public transport, etc.?

The prioritisation process above gives greater weight to safety related TRO requests than to access or amenity related applications. The overall waiting list is produced by combining the two prioritised lists (Speed Limit applications & All Others) on an alternate two-by-two basis.

**The Traffic Management Team is happy to explain where the application is on the waiting list and how long it is likely to take before it is processed. Timings depend on the budget and staff resource available.**
Joint TRO Applications

A joint “TRO Application” (Appendix B) from the Parish Council and relevant Local Member(s) is necessary in order to progress and potentially implement a proposed TRO. The applicant(s) must be able to demonstrate that informal consultation has been undertaken before an application is made to the Traffic Management Team to process a TRO. Most TRO applications need to be accompanied by a “Petition” (Appendix C), signed by more than 70 per cent of the residents and businesses in the affected area. In the case of a Residents Parking Scheme local support must be more than 70 per cent and a “Support table” (Appendix D) e.g. survey data analysis sheet, replaces the Petition.

A “Statement of reasons” (Appendix E) must be attached to all applications, to highlight the potential impact of the new traffic measure for the local community and businesses.

<table>
<thead>
<tr>
<th>TRO Type Proposed</th>
<th>Reason(s) for Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic/Parking issue</td>
<td>(please select one or more)</td>
</tr>
<tr>
<td>Restriction(s) Proposed</td>
<td>Street(s)</td>
</tr>
<tr>
<td>Traffic/Parking issue Category</td>
<td>(please choose one or more)</td>
</tr>
<tr>
<td>Traffic Management Team</td>
<td>To develop as part of the commissioning process</td>
</tr>
<tr>
<td>Applicant(s)</td>
<td>Must be able to demonstrate that informal consultation has been undertaken before an application is made to the Traffic Management Team to process a TRO.</td>
</tr>
</tbody>
</table>

Applicant Funded TRO Applications

All applicants, who are willing to fund the implementation of proposed restrictions, need to fill in and attach to their applications a “Contract award” form (Appendix F). This allows the Traffic Management Team to seek external resources if necessary to progress the TRO following a different, fast track route.

The prioritising procedure is not relevant to the applicant funded TROs. Applicant funded TROs are progressed within three months from the submission date. Please note that this is the submission of the formal application following the assessment of the initial request.
A TRO is a legal document, enforceable by the Council or Police and its implementation follows a statutory process:

Informal consultation
The support for the proposed TRO, achieved through the informal consultation as part of the pre-application process, along with the scheme assessment enables the Traffic Management Team to write a report to the Council and seek its approval.

Local Authority approval
The Council will review the proposed TRO in line with its governance procedure; a decision/approval will be issued with instructions on how to progress the new TRO.
- to implement it as proposed,
- to make minor modifications to it, or
- to abandon it.

In the unlikely event of full rejection of the proposal (despite public support for it), the Traffic Management Team will notify the applicant immediately. The applicant will then have two available options:
- to consider putting an alternative proposal forward for re-consultation and if supported, to seek the Council’s approval again, or,
- to close the case.

Formal Consultation
Communities are often surprised at the length of time it can take to make a TRO. It is the Council’s responsibility to ensure a fair process is undertaken in determining a TRO, and key to that process is formal consultation with all affected stakeholders and all statutory consultees, by inviting written objections to the proposed TRO.

A Notice of Intention to make the Order will be advertised in the Public Notices section of the local newspaper at this stage. Street notices will be put up at appropriate visible locations in the affected area (usually on street furniture).

A hard copy of the proposed TRO will be made available to the public in Herefordshire Council Offices, Plough Lane, Hereford HR4 0LE, Tel: 01432 383611. The TRO will be also published on Council’s website during the statutory ‘objections’ period – 21 days from the date that the advert appeared in the press.

The result of the consultation will normally be made available to the applicant within a week of the end of the objections period; if no objections are received, the TRO can be progressed to the next stage.
Consideration of objections

If only a few objections are received, the Traffic Management Team will work together with the Parish Councils and Local Members on addressing these. Objections are often overcome following direct discussion with the objector.

If any objections are not withdrawn or a significant number of objections are received, a report will be written by the Traffic Management Team for the Council’s Assistant Director, Environment & Place with a recommendation whether or not to proceed with the TRO as proposed. The Assistant Director may choose to refer the decision to the Cabinet Member Transport & Roads.

A decision on how to proceed with the TRO – to overrule the objections and make the Order as proposed (most likely in case of safety related Orders); to allow the making of the Order with minor changes, lessening the restrictions; to request major amendments e.g. redesigning and re-consulting of the proposal, or to uphold the objections and stop the progression of the TRO (on very rare occasions) – will be made by the Herefordshire Council.

Making of the Order

All TROs, which are to go ahead after the formal consultation stage, will be finalised by the Traffic Management Team and then sealed by the Council. A Notice of Making will be published in the local newspaper, informing members of the public that the Order has been made and a date on which the TRO comes into force.

Implementing the restrictions

Prior to the publication of the Notice of Making, the Traffic Management Team will arrange appropriate signage and road marking of the relevant location, so that the enforcement can commence on the same date that the new TRO comes into force.

In summary, TROs draw many views from the community and complex or contentious TROs can easily take longer than predicted at the start, as any objections to them can lead to them being modified, redesigned or even abandoned. The legal process must be followed precisely; not to do so may result in a TRO that is unenforceable.

Whilst it is possible to estimate the timescale for the implementation of a TRO, it is not possible to guarantee it as there are several factors beyond the control of the Council and the Traffic Management Team, not least addressing and resolving unforeseen objections. Typically, a simple TRO can take between 8 and 12 months from the commencement of the legal procedure to introducing it on the ground, and the start of enforcement.
9. SUMMARY

- Traffic issue raised with Parish Council/Local Member
- Parish Council/Local Member discuss the issue with the Locality Steward
- Assessment Request submitted (incl. fee)
  - Assessment performed
  - Proposal issued
  - Consultation with the statutory consultees carried out by Traffic Management Team (Balfour Beatty)
  - Consultation with the community carried out by Parish Council/Local Member
  - Application submitted (incl. payment scheme, if funded)
  - Report issued by Traffic Management Team (Balfour Beatty)
  - Proposal reviewed by the Council
  - Proposal approved?
    - NO
    - YES
    - New TRO designed by Traffic Management Team (Balfour Beatty)
      - Notice of Proposal published
        - Objections received?
          - NO
          - YES
            - Objections addressed by Traffic Management Team (Balfour Beatty) and Parish Council/Local Member
              - Objections resolved?
                - NO
                - YES
                  - Report issued by Traffic Management Team (Balfour Beatty)
                    - Remaining Objections reviewed by the Council
                      - Objection upheld?
                        - NO
                        - YES
                          - Notice of Making published TRO implemented by Traffic Management Team (Balfour Beatty)
# Appendices

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Assessment request form</td>
<td>33</td>
</tr>
<tr>
<td>B</td>
<td>TRO Application form</td>
<td>34</td>
</tr>
<tr>
<td>C</td>
<td>TRO Petition template</td>
<td>35</td>
</tr>
<tr>
<td>D</td>
<td>Residents’ Parking Scheme Support table</td>
<td>36</td>
</tr>
<tr>
<td>E</td>
<td>Statement of reasons form</td>
<td>37</td>
</tr>
<tr>
<td>F</td>
<td>Contract Award form</td>
<td>38</td>
</tr>
</tbody>
</table>
A. ASSESSMENT REQUEST FORM

The Ward Councillor and City/Town/Parish Council representative should visit the location to discuss the issue with the local community and Locality Steward who will advise if there is an alternative non-TRO solution. Once all the issues have been highlighted and discussed, this “Assessment Request Form” should be completed and sent to the Traffic Management Team.

A non-refundable assessment fee is applicable for new TRO requests; the exact amount will be advised after this request is received by the Traffic Management Team. Payment will be required to be submitted prior to the assessment being carried out.

The assessment fee will cover such items as site visits/meetings, any required surveys, investigations and initial design work.

Location: (Road number, road name, town/village)

Nature of traffic / parking issue:

Please outline the issues being experienced in as much detail as possible

Please attach a plan or sketch map of the relevant area.
<table>
<thead>
<tr>
<th><strong>A. ASSESSMENT REQUEST FORM CONTD</strong></th>
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<table>
<thead>
<tr>
<th><strong>Are you in contact with any concerned local residents who support this request?</strong></th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, please provide information (letters, photographs, petitions etc.)</td>
<td></td>
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</table>

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<th><strong>Are you aware of any local residents who do not support this request?</strong></th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>If Yes please provide any comments received.</td>
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<tr>
<th><strong>Please provide any additional comments / documents in support of the request.</strong></th>
<th>Additional Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(May be used in the decision report submitted to Herefordshire Council).</td>
<td>List of additional documents supplied:</td>
</tr>
<tr>
<td>1. Plan/ Sketch Map</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
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<tr>
<th><strong>Has this matter been discussed at a City/Town/Parish Council meeting?</strong></th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>And, if so, what were the recommendations?</td>
<td></td>
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</table>

I, the undersigned, hereby declare that I have read HC’s TRO Application Toolkit and understand that a non-refundable assessment fee is applicable and that an assessment is no guarantee that a newly requested TRO is either appropriate or necessary and may be recommended to be declined.

<table>
<thead>
<tr>
<th><strong>Confirmation of support for an assessment to be conducted from Ward Councillor</strong></th>
<th>Name:</th>
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<tbody>
<tr>
<td>Signature:</td>
<td></td>
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<td>Date:</td>
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<th><strong>Confirmation of support for an assessment to be conducted from City / Town / Parish Council</strong></th>
<th>Name:</th>
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<tr>
<td>Signature:</td>
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<td>Date:</td>
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<tr>
<th><strong>Confirmation of support for an assessment to be conducted from Locality Steward</strong></th>
<th>Name:</th>
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<tr>
<td>Signature:</td>
<td></td>
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<td>Date:</td>
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</table>
# B. TRO APPLICATION FORM

## Requester’s Contact Details

<table>
<thead>
<tr>
<th>Parish Council’s Representative</th>
<th>Local Member</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Telephone number:</td>
<td>Telephone number:</td>
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<td>Mobile number:</td>
<td>Mobile number:</td>
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<tr>
<td>Email address:</td>
<td>Email address:</td>
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<tr>
<td>Postal address:</td>
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</table>

## Traffic / Parking Issue Category (please choose one or more)

- [ ] Safety Issue
- [ ] Capacity Issue
- [ ] Accessibility Issue
- [ ] Amenity Issue

## Type of TRO Required (please choose one or more)

- [ ] Speed limit
- [ ] Waiting restriction(s)
- [ ] Parking permit scheme
- [ ] Moving traffic restriction(s)

## Anticipated TRO Impact (please list all)

<table>
<thead>
<tr>
<th>Environment</th>
<th>Community</th>
<th>Business</th>
<th>Council</th>
</tr>
</thead>
</table>

## Attachments (if not, please give your reasons)

- TMT Proposal
- Petition / Support table
- Statement of Reasons
- Contract Award

## Agreements

I, undersigned, hereby declare that I have read the Council’s Application Toolkit and understand that the implementation of the requested TRO is subject to the consideration of objections (if any) and the Council’s approval.

<table>
<thead>
<tr>
<th>Name/Signature</th>
<th>Date</th>
<th>To Fund the TRO</th>
<th>To Wait for HC’s Funds</th>
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</thead>
<tbody>
<tr>
<td>Parish Council’s representative:</td>
<td></td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Local Member:</td>
<td></td>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

---

**APPENDICES**
C. PETITION TEMPLATE

Ref:

Request for Traffic Regulation Order (TRO) to be: Introduced  [ ] Revoked  [ ]

We, the undersigned, support our Parish Council and Local Member’s request
Traffic Management Team to implement a TRO as per Proposal dated ___/___/______, in the following area/s:

<table>
<thead>
<tr>
<th>No.</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>DATE</th>
<th>SIGNATURE</th>
</tr>
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</table>

I SUPPORT THE REQUEST

Please attach to your TRO Application form and return to:
Traffic Management Team, Unit 3, Thorn Business Park, Rotherwas, Hereford, HR2 6JT

If more pages are needed, please number them and attach them together.

Page _____ of _____
### D. RESIDENTS PARKING SCHEME SUPPORT TABLE

A working excel file will be supplied to the applicant as part of the consultation process.

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>Forename(s)</th>
<th>Address</th>
<th>Town</th>
<th>Post Code</th>
<th>House (1)</th>
<th>Flat (1)</th>
<th>No. Off-street parking</th>
<th>Vote Yes (1)</th>
<th>Vote No (1)</th>
<th>No. Vehicles</th>
<th>No. Permits required</th>
<th>No. Visitor permits required</th>
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**Total**

Properties  
Responded %  
Support %  
Anticipated annual income £
### E. STATEMENT OF REASONS FORM

**TRAFFIC/PARKING ISSUE (please describe)**


**TRO TYPE PROPOSED (please select one or more)**

- [ ] Speed limit
- [ ] Waiting restriction(s)
- [ ] Parking permit scheme
- [ ] Moving traffic restriction(s)

**STREET(S)**


**RESTRICTION(S) PROPOSED (please describe)**


**TRO INDEX AND TITLE (please leave blank)**


**REASON(S) FOR PROPOSAL (please select one or more)**

- [ ] for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising
- [ ] for preventing damage to the road or to any building on or near the road
- [ ] for facilitating the passage on the road or any other road of any class of traffic (including pedestrians)
- [ ] for preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property
- [ ] for preserving the character of the road in a case where it is specially suitable for use by persons on horseback or on foot
- [ ] for preserving or improving the amenities of the area through which the road runs
- [ ] for any of the purposes specified in paragraphs (a) to (c) of subsection (1) of section 87 of the Environment Act 1995 (air quality)

Herefordshire Council reserves the right to amend or add to the Statement of reasons in light of any objections received.
TO BE DEVELOPED as a part of the Commissioning process