

TRAFFIC REGULATION ORDER - REQUEST FORM

Before completing this form, please read the Terms of Request attached, or available at www.bournemouth.gov.uk under 'Apply Online'. Signing this form indicates you agree and understand the Terms of Request. (PLEASE USE BLOCK CAPITALS WHEN COMPLETING THIS FORM)

Applicants Name: _____		
Address: _____		
_____		Signature: _____
Postcode: _____	Telephone No: _____ (day time)	Mobile No: _____
E-mail Address: _____		

Reason for request: _____ _____
<input type="checkbox"/> I would like a quote in order to consider privately funding this proposal (no obligation).

Location Details: (the reverse of this form can also be used to sketch your request if desired) Road Name and side of Road: _____ Start Point: _____ Finish Point: _____
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Traffic Regulation Order (TRO) Details: I would like to request: <input type="checkbox"/> Introducing a new TRO <input type="checkbox"/> Deleting an existing TRO	
Please tick one box to indicate the type of restriction:	
<input type="checkbox"/> Waiting Prohibited at any time (double yellow lines)	<input type="checkbox"/> Loading Prohibited (complete 'Times of operation detail' box)
<input type="checkbox"/> Waiting prohibited at certain times (complete 'Times of operation detail' box)	<input type="checkbox"/> Loading Bay (complete 'Times of operation detail' box)
<input type="checkbox"/> Limited Waiting (complete 'Times of operation detail' box)	<input type="checkbox"/> Disabled Parking Bay
<input type="checkbox"/> Street Parking Place (cars & motorcycle only) (complete 'Times of operation detail' box)	<input type="checkbox"/> Residents Permit Zone

Time of Operation Details: Days of operation: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Hours of operation: between	<input type="text"/> to <input type="text"/> and <input type="text"/> to <input type="text"/> or 24 hours <input type="checkbox"/>
Limit of waiting (hours): <input type="text"/>	Seasonal restriction: <input type="checkbox"/> Yes <input type="checkbox"/> No

OFFICE USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Refused Group No. <input type="text"/> Accidents: SL <input type="checkbox"/> SE <input type="checkbox"/> F <input type="checkbox"/>
Comments _____
Signed _____ Date _____

DATA PROTECTION STATEMENT
 The information you provide will be used to assess your request and may be disclosed to the public by law. It may also be passed internally within the council for the purposes of processing your application. The Council may also share this information with other bodies administering or in receipt of public funds for the purpose of preventing and detecting fraud. The information, which may be held in both computerised and manual record systems, will be processed in compliance with the Data Protection Act 1998. Please let us know if you would like further details about how we take care of and use your information, or about how to access your information



TRAFFIC REGULATION ORDER REQUEST - PETITION FORM

This TRO request is being collated by (name on request form) _____

(address on request form) _____

By signing this form, you are formally giving your support for the proposed Traffic Regulation Order as detailed on the Request Form attached. All entries must be completed in full otherwise they will be disregarded from this petition. Correspondence will only be entered into with the applicant detailed on the Request Form and NOT with persons detailed below.

Name: (block capitals) _____	Signature: _____
Address: _____	

Name: (block capitals) _____	Signature: _____
Address: _____	

Name: (block capitals) _____	Signature: _____
Address: _____	

Name: (block capitals) _____	Signature: _____
Address: _____	

Name: (block capitals) _____	Signature: _____
Address: _____	

Name: (block capitals) _____	Signature: _____
Address: _____	

Name: (block capitals) _____	Signature: _____
Address: _____	

Name: (block capitals) _____	Signature: _____
Address: _____	

Name: (block capitals) _____	Signature: _____
Address: _____	

Name: (block capitals) _____	Signature: _____
Address: _____	

TERMS OF REQUEST

Any Bournemouth resident or business / organisation can request Traffic Regulation Orders (TRO's) to restrict or prohibit parking or loading. The following notes explain the process of requesting a TRO, the Statutory process of implementing a TRO and some of the basic rules that govern them.

Background Information:

- A TRO is a legal order that describes the parking restriction and its location enabling the lines on the road to be enforced.
- Before a TRO can be implemented on the ground, the proposal must go through the Ranking and Selection process (see request process below) and then through the Statutory Process (see below).
- Due to budgetary constraints it is not possible to implement every request the council receives, however it is possible for a proposal to be privately funded. If you wish to consider this option, tick the relevant box on the request form and a no obligation quote will be sent to you for your consideration. It will not proceed unless written confirmation is received stating you are willing to pay for the TRO to be installed and only then if it successfully completes public consultation.
- You will be invoiced for the quoted amount once works are completed.
- General TRO's across the borough are reviewed once a year which is when any TRO requests are considered.

Notes on Completing the Request Form

- The person submitting this form should fill in their details in the first box
- The reason for the request should be entered in the second box. You can also tick the box in order to receive a no obligation quote if considering privately funding the proposal.
- The third box should detail the location requesting the TRO. Road name, side of road and the start and finish point of the requested TRO are required. Property boundaries and junctions are usually the easiest way of identifying start and finish points (e.g. from the boundary of Nos. 20 / 22 to the junction with)
- The fourth box details the type of parking / loading restriction that is ideally preferred.
- Finally the days and time(s) of operation are required (e.g. Mon to Fri 8am to 6pm)
- If organising a petition, a separate page is provided for signatures in favour of the request. The applicants name and address given on the request form should also be filled in at the top of this page for reference.

Request Process:

- Read through all of the terms of request.
- Fill in the request form, completing all relevant sections in full.
- Return completed form and attachments to;

Traffic Management Team, Town Hall Annexe, St Stephens Road, Bournemouth, BH2 6EA

- Once your request has been received, it will be assessed, ranked according to set criteria, and held on file until the annual TRO 'Review' process is undertaken.
- The ranking procedure allows funding priority to be gauged and schemes having a safety or statutory basis will qualify above access or amenity related proposals for our limited funds.
- If selected to go forward into the 'Review', the proposal will then have to go through the Statutory process required by law (see 'Statutory Process' below).
- If your request is not successful, it will be held on file and re-evaluated on an annual basis.

Statutory Process:

- In order for a proposal to be legal and therefore enforceable, a statutory public consultation process must be undertaken before it can be implemented.
- This involves a three week consultation period where the proposal is advertised on-site and in the Daily Echo inviting members of the public to comment on the proposal.
- Responses are collated once the consultation period has ended, and the outcome together with a recommendation are passed to the 'Portfolio Holder for Environment and Transport' in order for a decision to be made.
- At this stage, proposals may be amended to a lesser proportion, rejected, or withdrawn and an alternative proposal put forward for re-consultation at a future point.
- Once the Portfolio Holder has made their decision, it is then passed to all councillors giving them the opportunity to 'Call in' the decision if they feel it is inappropriate. (this takes 5 working days)
- Once the 'Call In' period has passed, we are able to place an order for the lines to be painted on the road and any appropriate signs to be erected. (the time scale for this can vary greatly depending on the number of sites, weather, and existing work commitments).
- Once the lining, and signing are on the ground and the legal order has been sealed, the new restrictions are operational.

If you wish to discuss your request prior to submission, please contact the Traffic Management Team on 01202 454680 / 454872 / 451355 or e-mail traffic@bournemouth.gov.uk.