

TRAFFIC REGULATION ORDER REQUEST FORM BOURNEMOUTH & CHRISTCHURCH



Before completing this form please read the Terms of Request attached. Signing this form indicates you agree and understand the Terms of Request. You can find further information on parking restrictions on our website.

Applicant's name: _____

Address: _____

Postcode: _____ Telephone Nos.: _____

Email address: _____

Reason for request: _____

Location details: (you can attach a sketch as well if you wish)

Road name and side of road: _____

Start point: _____

Finish point: _____

I would like to request: Introduction of a new TRO Deletion of an existing TRO

Type of restriction: (tick one box only)

- | | |
|---|--|
| <input type="checkbox"/> Waiting prohibited at any time (double yellow lines) | <input type="checkbox"/> Loading Prohibited |
| <input type="checkbox"/> Waiting prohibited at certain times | <input type="checkbox"/> Loading Bay |
| <input type="checkbox"/> Limited waiting | <input type="checkbox"/> Disabled Parking Bay |
| <input type="checkbox"/> Street parking place (cars & motorcycles only) | <input type="checkbox"/> Residents Permit Zone |

Time of operation details:

Days of operation: Mon Tue Wed Thur Fri Sat Sun

Hours of operation: _____ or 24 hours

Limit of waiting (hours): _____

Seasonal restriction:

I agree to and understand the Terms of Request

Signed: _____ Date: _____



REQUESTING TRAFFIC REGULATION ORDERS

TERMS OF REQUEST

Any Bournemouth, Christchurch or Poole 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).
- General TRO's are reviewed once a year which is when any TRO requests are considered.

Notes on Completing the Request Form:

- 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)
- Days and time(s) of operation are required (e.g. Mon to Fri 8am to 6pm)

Request Process:

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

- A public consultation process inviting comment from members of the public must be undertaken prior to implementation for any proposals to be legal and therefore enforceable. We review responses, after which the results and recommendations are passed to the relevant Cabinet Portfolio Holder for final decision. Proposals may be amended to a lesser proportion, rejected, or withdrawn and an alternative proposal put forward for re-consultation at a future point. Ward councillors are consulted throughout the process.
- Once fully approved 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 will be operational.

Send your application and any attachments to:

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

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