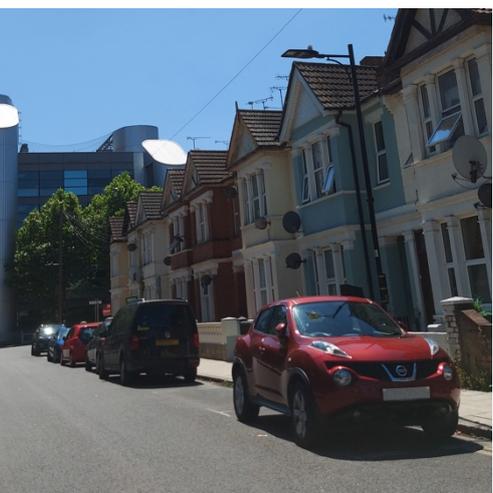


Parking Design Guide

Traffic & Highways



Parking Design Guide

Version	Date	Author	Rationale
1.0	23/01/2021	Sharon Harrington	New CPZ policy, replacing any previous policy in relation to controlled parking zones
2.0	July 2022	Alistair Turk	Updated document revising and expanding the previous CPZ policy

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1. Introduction

Southend-on-Sea City Council's shared ambition to transform the city by 2050 is aligned to five themes, with related desired outcomes: -

- **Pride & joy** - By 2050 Southenders are fiercely proud of, and go out of their way, to champion what our city has to offer;
- **Safe & well** - By 2050 people in Southend-on-Sea feel safe in all aspects of their lives and are well enough to live fulfilling lives;
- **Active & involved** - By 2050 we have a thriving, active, and involved community that feel invested in our city;
- **Opportunity & prosperity** - By 2050 Southend-on-Sea is a successful city and we share our prosperity amongst all of our people;
- **Connected & smart** - By 2050 people can easily get in, out, and around our city and we have world class digital infrastructure.

This structures over the highway policy supports the more specific desired outcomes for each theme, including: -

- Our streets and public spaces are valued and support the mental and physical wellbeing of residents and visitors.
- People in all parts of the city feel safe and secure at all times.
- A range of initiatives help increase the capacity for communities to come together to enhance their neighbourhood and environment.
- We are leading the way in making public and private travel smart, clean and green.

2. Executive summary

This design guide sets out national policy/best practice and Southend-on-Sea City Council's (SCC) approach to considering, delivering, and administering parking zones in the city.

The parking design guide aims to provide a clear and robust criterion that will allow SCC to carefully consider the risks and benefits of providing a parking scheme and ensuring appropriate engagement and consultation with those affected. In addition to this design guide, SCC has published its draft Parking Strategy and draft Parking Implementation Plan which should be read in conjunction with this policy¹.

¹ www.southend.gov.uk/policyreport

3. Setting the context

The growth of car ownership in the UK shows no signs of slowing down even though statistics show vehicles spend approximately 95% of the time parked. At the end of December 2021, there were 39 million licenced vehicles in Great Britain, a 1.2% increase compared to the end of December 2020².

Cars make up the majority (81.7%) of vehicles licenced. Car usage has remained unchanged for a quarter of a century, with 4% of the time cars are driven, 73% of the time they are parked at home and 23% of the time they are parked elsewhere³.

Car ownership in Essex

The current average car ownership in the UK at the end of 2021 is 1.24 vehicles per household. For the East of England (Cambridgeshire, Essex, Norfolk and Suffolk) it is 1.35 vehicles per household. A comparison of car/van ownership within Essex varies by district with Southend-on-Sea having the lowest number of vehicle ownership (468/1,000 residents) per resident of any Essex authority.

Authority ranking*	Authority name	Cars/van ownership per 1,000 residents
5	Maldon	669
10	Uttlesfield	663
83	Epping Forest	603
100	Braintree	598
104	Rochford	594
105	Brentwood	593
111	Chelmsford	587
117	Castle Point	585
173	Tendring	538
192	Colchester	524
204	Basildon	516
216	Thurrock	506
235	Harlow	488
256	Southend-on-Sea	468

* Ranking based on 355 authorities in England and Wales⁴

While vehicle owners may have off-street parking at home or work, many do not. Even so, vehicle owners still have an expectation to be able to park close to their home or workplace irrespective of where that may be.

² & ³ [General facts and figures about roads and road use \(racfoundation.org\)](https://www.racfoundation.org/press-releases/2022/01/2022-general-facts-and-figures-about-roads-and-road-use/)

⁴ [car ownership rates by local authority - December 2012.pdf \(racfoundation.org\)](https://www.racfoundation.org/press-releases/2012/12/2012-car-ownership-rates-by-local-authority/)

Motorists also expect roads to be free and unrestricted when they want to drive on them and also expect to be able to park at their destination, ideally free of charge, irrespective if in doing so they can cause congestion and obstruct the free flow of traffic on the highway for other motorists.

- ✓ Managing parking capacity can be a tool for traffic engineers to influence modal shift to alternative more sustainable modes of transport – provided there is a viable alternative.
- ✓ Managing kerbside parking can be a tool for traffic engineers to ensure the free flow of traffic on the highway network. It can also be used as a passive traffic calming measure to influence the speed of vehicles on the highway network.
- ✓ The control of kerbside parking can be a tool to support the local economy through the availability and turnover of spaces for business customers to use. It can also be a measure to provide and protect local community resident parking requirements.

4. Draft parking strategy

At its September 2021 meeting, the Cabinet received a report on the proposed draft Southend-on-Sea Parking Strategy 2021 – 2031⁵. Approval was given to carry out public consultation on the draft strategy and for the results to be considered and where appropriate to be included in the final version of the strategy. At the time of writing this design guide, the Parking Strategy is still in draft form but is due to be ratified in autumn 2022.

5. Our vision for parking

The vision for parking within the draft parking strategy is contained in 4 statements; to:-

- Provide parking where possible;
- Control parking where necessary;
- Enforce parking consistently and fairly;
- Operate civil parking enforcement (CPE) efficiently and cost effectively.

⁵ www.southend.gov.uk/policyreport

6. Requests for new or changes to existing restrictions

Identifying the problem

Complaints and requests about parking issues generally focus on a local problem or an associated location as voiced by various groups including residents, businesses, councillors, the police and other highway users. These complaints and requests are often accompanied by demands for a specific course of action to resolve the problem. Sometimes these demands are a correct assessment of the issue, and the suggested remedy is an appropriate solution; often they are not. This is not a criticism on the individual or group's assessment but a recognition that parking issues can be complex and may be part of a wider highway use issue which needs to be considered when devising the solution. It will be the designer/engineer's role to look at the wider picture on the highway network and to make an assessment on what will be the best measures to affect a change for the better.

Where a parking problem occurs at an isolated location or the issue is largely made up of calls to reinforce the Highway Code rules where motorists must not park, no extensive surveys are necessary. A couple of site visits may be all that is necessary to ascertain the extent of the problem and to devise an appropriate solution. It is likely that the most significant problems will occur:-

- in the morning and evening peak travel periods; or,
- possibly near a school, during the school drop-off and pick-up times; or,
- where there is a high demand for local parking such as near retail areas or the seafront.

Highway Code/inconsiderate parking issues

Many parking problems relate to inconsiderate parking too close to junctions where sightlines become restricted, or on bends, or without allowing suitable passing places for oncoming vehicles. In such instances the solution should be a straightforward one. As a design toolkit, the following guide should be used: -

- Junction protection – install 10m double yellow lines (longer if there is an adjacent crossover);
- Passing places – install 15m double yellow lines every 40-50m (distances may vary according to vehicle speed);
- Parking adjacent to crossovers – allow 1-1.2m on each side of the taper.

Residents are a valuable source of local information about highway issues, but they may not always have a wider perspective or the technical expertise to suggest the appropriate solution. It is important to identify what **is** the real problem and **not** a perceived one. Sometimes a simple or personal nuisance issue can lead to a noisy crusade and demands to councillors/local authority for inappropriate and/or costly solutions.

Taking things one step at a time

- What is the evidence of a problem?
- Who/what is the source of the evidence?
- Who is affected?
- What actual safety risks are there?
- What is the potential impact on the wider area?
- Does it meet with the Council's draft 'Parking Strategy' and 'Parking Implementation Plan'?
- How is the request to be funded?

Initial assessment

Requests for parking, waiting, or loading schemes with ward councillor support will undergo an initial assessment to ensure that the scope of the request is understood and that it is in line with national policies/legislation, the Southend 2050 objectives, and any local strategies and/or policies that are in place. If the request passes the initial assessment, it will be put on the 'schemes long-list'.

Schemes long-list

As its name implies, this is the long list of potential schemes awaiting funding approval for further consideration and possible implementation. A preliminary design report will be compiled by officers which will include an initial engineering feasibility assessment, an indicative cost estimate, and a priority ranking assessment.

Prioritising requests

Requests can be categorised into 4 main types, and these can be prioritised as: -

- 1) Priority 1 - road safety;
- 2) Priority 2 – capacity;
- 3) Priority 3 – accessibility;
- 4) Priority 4 – amenity.

Priority 1 - road safety

This forms the highest proportion of issues and given the highest priority. Invariably issues relate to the potential for risk to safety, particularly at junctions or where parking is considered hazardous.

Priority 2 - capacity

Concern around residents need/ability to park close to their home and conflicts with other roadside parking demands. Prioritising parking for residents while still accommodating the needs for businesses, visitors/shoppers, and other local users can be a difficult balancing act. Most proposed schemes will be subject to an informal consultation with residents affected by any proposal.

Priority 3 - accessibility

Issues that affect the flow of traffic, where parking contributes to problems that affect through traffic. This is generally not a safety issue but linked to congestion and ease of traffic flow. On-street parking is one of the best (and cheapest) forms of traffic calming. Any solution will need to consider that the removal of on-street parking could result in increasing vehicle speed on the highway network.

Priority 4 - amenity

Issues that affect the visual or environmental amenity of a particular area. This includes parking on footways and/or grass verges or where parking is considered to be a visual intrusion rather than a safety or accessibility issue.

In environmentally sensitive areas it is possible to implement schemes with fewer signs or without the need for road markings. These measures cannot be used at every location but where they are deemed to be appropriate, we will do so.

We will not progress parking schemes where the primary reason is just to remove non-resident parking from a street for aesthetic reasons or where it is not causing parking stress for residents.

Scheme approval by Cabinet (scheme short-list)

Getting a potential scheme onto the schemes long-list is only part of the process and does not guarantee a scheme will be progressed or implemented. Any potential scheme on the long list needs funding to enable it to be progressed. Each year officers compile a report for the (usually) September Cabinet setting out a schemes 'short-list' of potential projects they are recommending for funding for the next financial year. Where Cabinet approves funding, the schemes will go onto the Traffic and Highways Annual Work Programme.

Funding may not be available to cover the full cost for assessment, preliminary design, public engagement, and implementation in one go. In these circumstances a staged development and funding approach will be adopted. It should be noted that funding for earlier development stages of a scheme does not automatically guarantee further funding will be made available in subsequent financial years, or at all. Bids for further funding will need Cabinet approval and will be prioritised and assessed against other schemes for available funding.

7. Parking scheme development

Assessing the problem

Dealing with multiple requests from a particular area and/or where requests for prioritised parking are being made will require a more considered approach based on collection and analysis of data by officers.

The 'Vision for Parking' states; we will "provide parking where possible and control parking where necessary". In order to help establish how much parking stress is occurring, an assessment of the overall parking demand in numbers against the overall parking capacity (how much kerbside parking space is available) will be carried out which will establish the level of parking stress that is occurring.

Parking stress

Information on the number of parked vehicles can be gained through parking stress surveys. These will help establish the concentration of vehicles at any given time. It may be that a 'snapshot', one time survey is all that is necessary to establish the extent of the problem, or it may be that several surveys are required to establish parking use and duration.

Parking stress is calculated by measuring the kerbside length with any crossovers (driveways) junction protection excluded from the overall length. An assessment of the extent and necessity of existing yellow line restrictions will also be carried out as part of the process. The available kerbside parking length will then be divided by 5m (which is taken to be the average space of a parked vehicle) to give the number of available kerbside parking spaces. It is then a case of counting the number of cars parked and dividing it by the number of parking spaces to derive the percentage of parking stress.

Ideally parking stress is calculated on a junction-to-junction basis along the length of the street. Some parts of the street may have greater parking stress as location (proximity to shops, rail station etc.) can be a factor. A long street for example, may have an overall acceptable parking stress percentage whereas a part of the street may be unacceptably high. It is possible to reach an indicative parking stress calculation from a simple drive-thru to establish the overall level of parking demand without the need for more extensive surveys, but some caution needs to be made when interpreting the results.

A parking stress figure of 80%-85% or greater is generally a point where some further investigation and possible intervention may be necessary. It indicates that the available parking space is well used but it does not necessarily indicate there is a parking problem. If adjacent properties have access to off-street parking (driveway/hard standing) for example, there is probably not a parking problem with this level of parking by non-residents. There may not even be a problem where residents do not have off-street parking but are using their cars to commute to work and the spaces are filled by other motorists parking in the empty spaces during the day.

If the parking stress is consistently around or above 95%, we would consider the road to have reached parking capacity and some form of parking control may be required. The exceptions to this rule would be where:-

- The parking demand is caused by local resident's vehicles;
- Most/all residents have access to off-street parking.

If the indicative parking stress calculation shows occupancy below 70%, we would not consider the road to be at a point where an intervention with parking controls would be considered necessary. It may be a situation that would need further monitoring.

8. Parking zone options

It is a common misunderstanding to assume that an area wide parking problem needs an area wide parking zone (PZ) as a solution. This may be the case, but before reaching that conclusion it is worth establishing exactly what a PZ is.

Resident parking zone

This is a widely used term, but it may come as a surprise that this is not a legal term and there is no Department for Transport (DfT) approved sign for a resident parking zone. In reality, when people refer to a resident parking zone, they are meaning one of the following types of parking zone.

Controlled parking zone (CPZ)

This is the commonest type of parking zone in the UK. The name can be misleading as in its purest form, no parking bays are provided. A controlled parking zone is actually an area-wide environmental signing convention for uniform single yellow line waiting restrictions. By putting up zone entry plates showing the operational hours and days of control, it removes the need for the single yellow line repeater plates along the roads within the zone.

If parking places are incorporated within a CPZ (and they usually are), they are technically exemptions to the area controls and as such **must** be plated with the times of operation and who/how the parking place is to be used (e.g., permit holder only, shared use, business permit, paid for parking etc.).

Restricted parking zone (RPZ)

This is another environmental signing convention where instead of road paint being used to indicate waiting/loading restrictions and parking places, signs do the job instead. The first such zone was created in the Mews areas in Battersea where the road surface was made of cobbles which are particularly difficult to mark with road paint.

Originally, these schemes needed special signs approval from the DfT but more recently, their use in environmentally sensitive (usually due to the high-quality paving material) areas has become more widespread and it is no longer necessary to get DfT approval for its use. The signing does need more careful

consideration particularly if there are parking bays or loading bays within the scheme as these will need clear demarcation of where a restriction starts and finishes. It is therefore advisable that careful consideration is given to layout and the measures are kept as simple as possible to avoid overuse of signs.

Permit holder parking only (PHPO)

This is a further extension of the restricted parking zone concept whereby only permit holders can park beyond the entry signs (permit holder only parking past this point). They have the advantage of not needing any lining and relying on repeater signs for the area to be enforceable. The only exceptions are double yellow lines and disabled parking places must be marked. Parking places are not marked. They can be particularly useful in housing estates where the desire is to remove the all-day commuter parker but otherwise allow permit holders to park where they like. From a local authority point of view, it has several advantages; they are cost effective as no lining is required to create or maintain the scheme, and generally repeater plates can be placed on existing street lamps/street furniture making them very cost and environmentally effective to implement.

9. Designing a parking solution

The development of a parking scheme/parking solution is a staged approach and can take some time from inception to completion. The stages are:-

- 1) Stage 1 – preliminary design;
- 2) Stage 2 – opinion survey consultation;
- 3) Stage 3 – consultation analysis;
- 4) Stage 4 – detailed design;
- 5) Stage 5 – statutory consultation;
- 6) Stage 6 – consultation analysis;
- 7) Stage 7 – scheme implementation;
- 8) Stage 8 – scheme review.

Stage 1 – preliminary design

Where it is found that an area is suffering from significant parking stress it is necessary to:-

- a) Identify a suitable boundary for the scheme, usually incorporating a natural boundary (e.g., a railway line or adjacent parking zone), and where suitable zone entry signage can be located. At the preliminary design stage, it is usual for the proposed zone/consultation boundary to be larger than the finalised scheme to enable the final boundary to reflect where there is majority support for the proposal.
- b) Locate positions of existing vehicle crossovers, street trees etc., and the positions for potential parking places.
- c) An assessment of the on-street parking capacity.
- d) Produce easy to understand consultation drawings showing existing and proposed layout.

Stage 2 – opinion survey (informal consultation)

Once a preliminary design has been agreed, support from the relevant ward councillors, and a Delegated Authority report has been approved, we will undertake an informal, opinion survey consultation with those directly affected by the proposals.

Scheme proposals will be uploaded to the Council's website along with an online questionnaire. A letter and questionnaire will be delivered to all properties within the consultation area. Street notices informing the wider public of the public consultation will be placed in every street within the consultation area.

The opinion survey consultation period will typically last for 21 days. We expect a minimum 20% response rate from residents and businesses within the consultation area for the consultation to be valid. If there is a shortfall in overall numbers or from part of an area, we may undertake 'door-knocking' and/or other measures to increase the overall response rate.

Stage 3 – opinion survey consultation analysis

The overall response rate yes/no/don't know is just one of the factors we will analyse. As already mentioned in Stage 2, the consultation boundary is likely to be larger than a finalised solution so just relying in the overall response rate does not provide a full or detailed picture of opinion. We will analyse the responses on a street/part of street basis for each question asked to establish where there is majority support (at least in principle) to the measures and where there is opposition to the proposals. Where a response is (50% for/against, 49%/51% for/against etc.) we consider the result is indeterminate.

- Only completed questionnaires received on or before the stated closing date for the consultation will be analysed.
- Any petitions carried out by residents, Ward Councillors or pressure groups and received before the closing date of the consultation will be noted but will not form part of the main analysis. It is not possible to validate how the petition was carried out or the accuracy of the information provided at the time the signatures were recorded. A petition is at best a snapshot of opinion only.

The detailed analysis of the opinion survey consultation, any design refinement, and recommendations will be the subject of a further delegated authority report, or if the proposals involve multiple Wards a report to Cabinet.

Stage 4 – detailed design and costing

Once a decision is made to take a parking scheme forward, we will finalise the design of parking bay locations and usage, surrounding waiting restrictions and the location of signage. The finalised design will be costed, which will include the cost of implementation, and the projected cost for enforcing the scheme for a whole year and for a 5-year projection. The costing will also include an estimate of the projected income for a whole year and for a 5-year projection to establish the rate of return for the investment.

Stage 5 – formal/statutory consultation

Once the design and costings are finalised, we will consult the community again on the detailed design. We will advertise the proposal to introduce a traffic regulation order (TRO) which is the start of the statutory consultation process. A public notice known as a Notice of Proposal (NoP) will be placed in the local press informing the public of the consultation, giving a brief overview of the proposals and where the public can find further information. Street notices will also be placed in every street affected by the proposals and letters delivered to every household and business in the affected streets.

The design drawings, draft TRO, statement of reasons and online questionnaire will be available on the Council's website or at the Civic Centre reception during normal office hours. The consultation period is normally 21 days but could be longer. More information is provided in section 10.

Stage 6 – statutory consultation analysis

This is a similar process to the Stage 3 analysis. We will analyse the responses on a street/part of street basis for each question asked to establish where there is majority support (at least in principle) to the detailed design and where there is opposition to the proposals. We will use this information to assess if there is sufficient support for the introduction of the scheme and to finalise the scheme boundaries.

The detailed analysis of the statutory consultation, any final design changes, and recommendations will be the subject of a further delegated authority report, or if the proposals involve multiple Wards or a recommendation to implement where there are significant objections, a report to Cabinet.

Stage 7 – Implementation

Once a decision has been taken to proceed and implement a scheme, we will finalise the design and instruct contractors to implement the scheme on the highway. We will write to all those affected by the measures informing them of the estimated timescale for implementation and providing information setting out how the new parking zone will work. We will also set out details of who is eligible for a permit, the costs of permits and how they can obtain them.

The draft traffic regulation order will need to be 'Made' and advertised and objectors contacted 14 days after the scheme becomes operational. For more information on the legal traffic order process see section 10 below.

Stage 8 – Review

We will review the operation of a new PZ usually 6-12 months after it becomes operational. We will look at any comments received (both for and against) the measures and look at operational aspects such as PCN hotspots which could indicate the design and/or signing is not working as well as it should. The outcome of the review will establish if the scheme remains fit for purpose, requires amendment, or is no longer required and needs to be removed.

10. The Legal Stuff

In theory, any vehicle which is parked on the highway other than in a designated parking place, could be considered to be causing an obstruction under Common Law, which allows for the public to pass and re-pass over the public highway.

The Highways Act 1980 makes it an offence to wilfully obstruct the free passage of movement over the highway but can be difficult to prosecute except in the cases of trading on the highway or materials deposited on the highway.

The police have powers to prosecute vehicles causing an unnecessary obstruction or in circumstances where a vehicle or trailer at rest is a danger to other highway users.

In most circumstances where parking needs to be controlled the traffic authority uses waiting and/or loading restrictions and/or parking place restrictions to indicate to the highway user what activity is allowed or prohibited at a particular location.

Traffic regulation orders

In almost all circumstances, these restrictions will need more than the paint on the road to make them legal and enforceable. Traffic regulation orders (TROs) are the necessary legal process that has to be followed for almost all waiting, loading, and parking place restrictions. They are also necessary for most speed restrictions and prescribed route restrictions, sometimes referred to as moving traffic contraventions (e.g., banned turns, one way, no entry etc.). The traffic regulation order process is governed by legislation:-

- The Road Traffic Regulation Act 1984 (as amended)⁶.
- The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1986⁷ sets out the powers and procedures a Traffic Authority must follow to introduce restrictions.
- The Traffic Signs Regulations and General Directions 2016 (as amended)⁸ sets out the standard signs and lines that must be used in the UK to indicate the restrictions to motorists.

The main exceptions where a TRO is no longer required for a legally enforceable restriction are:-

- zebra crossing zigzags;
- fire or school keep clear zigzags (signing is still required);
- box junctions;
- bus stop clearways;
- 30 mph speed limits (in urbanised areas with street lighting).

⁶ [The Road Traffic Act 1984 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1984/27)

⁷ [The Local Authorities' Traffic Orders \(Procedure\) \(England and Wales\) Regulations 1986 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/1986/1013)

⁸ [The Traffic Signs Regulations and General Directions 2016 \(tsrgd.co.uk\)](https://www.legislation.gov.uk/uksi/2016/1013)

The traffic order procedures

Generally, waiting and loading, and/or parking restrictions are introduced using a permanent traffic regulation order, although in limited circumstances temporary or experimental traffic regulation orders may also be used. The procedure for introducing any type of traffic regulation order is set out in the 1996 Procedure Regulations and all traffic authorities are required to follow the same process. This is sometimes referred to as 'the statutory consultation', or 'formal consultation'. Once a scheme has been agreed then a legal process must be followed for advertising and making the traffic order.

Permanent traffic regulation orders

- a) **Drafting the traffic regulation order** – this consists of written 'Articles' setting out the scope of the order and 'Schedules' (we use map-based schedules) showing where proposed restrictions/parking places are located.
- b) **Drafting the 'statement of reasons' (SoR)** which sets out the reason(s) why the traffic regulation order is being proposed.
- c) **Drafting and advertising the 'notice of proposal' (NoP)** in the local press, the council website and on street notices in the roads affected. The NoP is required to be brief: it must give the name of the traffic order, an outline of its measures, where deposited documents can be inspected (the Civic Centre during normal office hours) and state the timeframe and procedure for making written objection/comments about the proposed measures.
- d) **Writing to 'statutory consultees'** (police/emergency services, Freight Transport Association, Road Haulage Association, bus operators, other councils directly affected) giving them the opportunity to comment on the traffic order proposals.
- e) **The 'objection period'** is set out in legislation and must be 21 days. Longer periods can be used in exceptional circumstances if there is a good reason.
- f) **Objections must be in writing or email** and must clearly state the reason(s) for the objection.
- g) **All objections have to be reviewed** and are referenced or 'tested' against the statement of reasons. Objections can be overruled and where this is done, the objector must be informed in writing within 14 days of the traffic order comes into force. Where there are significant objections, consideration may need to be given to modify the proposals or not to proceed at all. Where modifications to the scheme are considered necessary the modifications will almost certainly need to be re-advertised.
- h) **The formal and documented decision to proceed** or 'Make' the traffic order will generally be made by officers using a 'delegated authority' report unless it affects multiple Wards or is a change of policy in which case it will be a 'key decision report' for Cabinet.
- i) **'Making' the traffic order.** All traffic regulation orders are now 'made' by signature by the Head of Traffic and Highways. The traffic order will contain the date and signature of 'making' and the date when the provisions of the traffic order come into effect. A permanent traffic order cannot be 'made' until after the

expiry of the 21-day consultation/statutory objection period. No Order shall be made after the expiration of the period of 2 years beginning with the date on which a notice of proposals relating to the order is first published.

- j) **A 'Notice of making'** (NoM) must be advertised in the local press within 14 days of the date of making and contain the name of the traffic order, the date it was 'made', and when the measures come into effect, i.e., when they become enforceable. The NoM must also contain the statement that an appeal to the High Court within 6 weeks of the date of making can be made if the traffic authority has not followed the correct legal process.
- k) **Notifying objectors.** At the same time as the NoM is published, letters should be sent to all objectors informing them of the decision.
- l) **Implementing the scheme.** The signs and lines can be implemented at any time after the decisions is made to proceed with the proposals. If this is done before the traffic order comes into effect, the measures cannot be enforced, and it is good practice that any signs are masked/bagged until the restrictions become operational.

A permanent traffic regulation order process can take anything from a minimum of 4 months to a year or more to complete the process to implementation depending on the complexity and level of objection to the proposals.

Experimental traffic regulation orders

Local traffic authorities outside of Greater London cannot use an experimental traffic regulation order (Etro) to implement paid parking schemes.

Other schemes and restrictions can be implemented under an Etro where it can be demonstrated there is a genuine experimental aspect to the proposals which could result in a need to vary some of the provisions if the experiment is not working.

An experimental order has a maximum life of 18 months after which the provisions within the order lapse and cease to be enforceable. If the provisions within the experimental order have been successful and are wished to be retained, the traffic authority must publish its intention to make the experimental order permanent before it expires.

- a) Drafting the traffic regulation order – this consists of written 'articles' setting out the scope of the order and 'schedules' (we use map-based schedules) showing where restrictions/parking places are located.
- b) Drafting the 'statement of reasons' (SoR), which sets out the reason(s) why the traffic regulation order is being proposed and the experimental nature of the proposed scheme. The SoR should also set out the measure for determining the success of the experimental scheme.
- c) Advertising the 'notice of making' (NoM) in the local press and on street notices in the roads affected. The NoM is required to be brief: it must give the name of the traffic order, an outline of its measures, where

deposited documents can be inspected, and states the timeframe and procedure for making written objection/comments about the proposed measures.

- d) Writing to 'statutory consultees' (police/emergency services, Freight Transport Association, Road Haulage Association, bus operators, other councils directly affected) giving them the opportunity to comment on the traffic order proposals.
- e) The 'objection period' is set out in legislation and must be 6 months.
- f) Objections must be in writing and must clearly state the reason(s) for the objection.
- g) All objections must be reviewed and are referenced or 'tested' against the statement of reasons. Objections can be over-ruled, or it may be a case that changes to the experimental order provisions would be beneficial.
- h) A 'NoM' must be advertised in the local press. The provisions of the order cannot come into force until 7 days after the Notice of Making is published.
- i) The signs and lines can be implemented at any time after the decisions is made to proceed with the proposals. If this is done before the traffic order comes into effect, the measures cannot be enforced, and it is good practice that any signs are masked until the restrictions become operational.
- j) Where changes are planned to the provisions within the experimental order and where this is done, an amendment to the experimental order must be advertised. As with the original experimental traffic regulation order there needs to be a further 6-month objection period commencing once the amendment has been made.
- k) The timeframe for an experimental order can be considered to consist of three 6-month periods: the first 6 months is the original objection period; between 6-12 months, changes and amendments can be made and advertised with a further 6-month objection period. After 12 months, no more changes can be made. Before the end of the 18-month life of the experimental order a decision needs to be made whether to make the provisions of the order permanent, or make a new order with different provisions, or let the experimental order lapse and return the highway to its previous situation.

11. Who can apply for permits in a PZ?

Within a parking zone (PZ), the Council offers the following types of permits:-

Residents

A property located within a PZ is generally entitled to apply for a resident permit, resident visitor voucher and/or resident carer permit subject to meeting our terms and conditions of use. Properties with a 'permit free' planning condition are not eligible for a resident or resident visitor permit.

Business

Independent local businesses located in areas with designated business permit bays are eligible to apply for a business parking permit which will be valid for parking in business permit bays or shared-use bays within the specific PZ area for which they have been issued.

Visitor

Households located in a PZ are entitled to purchase visitor vouchers for their guests to use. Alternatively, visitors can use paid limited waiting parking places (where provided) and subject to payment of the appropriate charge and compliance with the conditions of use.

Further information on the types of permits available, the cost, eligibility criteria and terms and conditions of use can be found on the Council's website:- <https://www.southend.gov.uk/permittypes>

12. How do we enforce parking restrictions?

Civil enforcement officers (CEOs) patrol the whole of the City to monitor waiting, loading, and parking restrictions and some moving traffic restrictions. If a vehicle is found in contravention, a penalty charge notice (PCN) may be issued and fixed either to the windscreen, handed to the driver or sent in the post to the registered keeper of the vehicle.

13. How can I report illegally parked vehicles?

Illegal parking can be reported via the Report It section of the "MySouthend" portal which can be found on the website www.southend.gov.uk. Where there is an immediate risk to life or property, this should be reported to the relevant emergency service using 999.

14. Design guide review

This design guide is a living document and will be reviewed and updated if/when statute or national standards or best practice requires it. This guide will be reviewed after 12 months of operation and then every 3 years.