

APPENDIX 7

PARKING ZONE PROCESS OVERVIEW

Stage One – “Informal” Consultation on Introducing Parking Zones

STEP	PROCESS STEP NAME	PROCESS	OWNER
1.1	Design consultation documents	<p>The consultation documents will outline the reasons for and purpose of creating the parking zone. They will give basic high-level information on the proposed days/times of the zone, how parking is proposed to operate within the zone (such as design, types of permits available etc.) and any costs that may be relevant (such as pay & stay costs etc.). Consultation documents will usually involve:</p> <ul style="list-style-type: none">- Consultation letter- Any maps / images that may be considered necessary- Webpage on Cardiff Council website (Consultations (cardiff.gov.uk))- Link to online survey where respondents can indicate whether or not they support the development of the proposed zone- Information on how to respond via post if necessary (for example if someone does not have access to the internet)	Parking Policy
1.2	Deliver consultation documents to all local ward members for approval	Consultation documents will be sent to all local ward members and the cabinet member for transport, providing 21 days for consideration and comment.	Parking Policy
1.3	Deliver consultation documents to all properties within the proposed zone	After confirmation of support by the majority of members to proceed, the consultation documents will be sent to properties in the affected area (normally by way of a letter-drop)	Parking Policy

1.4	Public responds to consultation documents	Anyone may voluntarily complete the online survey or send written submissions by post if necessary, within 21 days of the date of the sending of the consultation documents.	Public
1.5	Analysis of returned consultation responses	All responses received are analysed to see if there is sufficient “in-principle” support that meets policy threshold to proceed to detailed design.	Parking Policy
1.6	Deliver informal consultation report to ward members for decision on whether to proceed	A report detailing the results of the post-consultation analysis will be sent to all ward members and the cabinet member for transport. A decision will then be sought to proceed with the scheme “in-principle” and start detailed designs.	Parking Policy
1.7	Update to website	Once a decision has been received from the majority of members, the scheme webpage will be updated to indicate the results of the consultation and whether the scheme will be progressing or not. If the decision has been made not to progress with the scheme, then an explanation will be provided as to why.	Parking Policy
1.8	End process	If the decision has been made to progress with the scheme then stage two will be initiated. If the decision has been made not to progress with the scheme then no further action will be taken.	Parking Policy

Stage Two – Designing Parking Zones

STEP	PROCESS STEP NAME	PROCESS	OWNER
2.1	Establish final boundaries of zone	The exact boundary of the zone will be determined following analysis of the informal consultation results (for example, if a road votes to be excluded in the zone then this may affect where the zone starts/ends)	Parking Policy
2.2	Detailed design of parking zone	With the boundary of the zone established, all road space will be reviewed, and parking restrictions will be proposed (either waiting restrictions such as yellow lines where parking may be dangerous or obstructive, or parking bays where parking is considered safe). The types of parking bay proposed for any particular location will be in line with technical design standards and dependent on the particular requirements and characteristics of the location, such as the proximity of local businesses or amenities.	Parking Policy
2.3	Deliver detailed designs to internal Council teams	Detailed designs will be sent to the lead officers of the Council’s Planning, Transport and Environment teams, providing 21 days for consideration and comment.	Parking Policy
2.4	Internal teams respond to detailed design documents	Any Council officer may voluntarily provide comments on the detailed designs, in particular to note any safety or network management issues that they may identify.	P, T & E Team Officers
2.5	Analysis of returned design responses	All responses received are analysed to see if adjustments need to be made to the detailed designs to accommodate requests or concerns that may be raised by Council officers.	Parking Policy

2.6	Deliver detailed designs to all local ward members for approval	Detailed designs will be sent to all local ward members and the cabinet member for transport, providing 21 days for consideration and comment	Parking Policy
2.7	Draft TRO Request documents	If approval is provided by the majority of members to proceed then the relevant paperwork and necessary instructions will be drafted ready for submission to the TRO team	Parking Policy
2.8	End Process	If the decision has been made to progress with the scheme then stage three will be initiated. If the decision has been made not to progress any further with the scheme then no additional action will be taken.	Parking Policy

Stage Three – Parking Zone Formal Consultation & TRO

STEP	PROCESS STEP NAME	PROCESS	OWNER
3.1	TRO Request Submitted to TRO Team	The Traffic Order Request, detail design, Equalities Impact Assessment and other related documents are provided to the TRO Team as instructions to start the Traffic Regulation Order process ¹ .	Parking Policy
3.2	Preparation of schedule, maps and Officer Decision report	Information is taken from the TRO request form and plans and formatted in a suitable format for authorisation and consultation with Ward Members and the public.	Traffic Regulation Order Team
3.3	Schedule, maps and ODR are reviewed and submitted for OM approval	Prepared documents are uploaded to process management software, reviewed by TRO manager and if no changes required, sent to OM for approval to commit funds and commence statutory process.	Traffic Regulation Order Team
3.4	Preparation of Traffic Regulation Order and Notices for Statutory Consultation	Legal services receive approval and instructions to prepare site and press notices and proceed to statutory consultation stage.	Legal Services
3.5	Statutory Consultation (Statutory Bodies)	Statutory Consultation documents are sent to Statutory Bodies for consideration.	Legal Services
3.6	Review of Objections by Statutory Bodies	Any comments or objections received from Statutory Bodies will be considered in accordance with the Council's lawful obligations and policies. If any objections received are sufficient to warrant a review of the scheme, then the process will revert to stage 2.2 If objections can be/are overruled then the scheme will proceed to public consultation.	Traffic Regulation Order Team / Parking Policy Team

¹ [Traffic Regulation Orders \(cardiff.gov.uk\)](http://cardiff.gov.uk)

3.7	Statutory Consultation (Public)	Statutory consultation is published locally in press and on Council website ² . Site notices may also be placed in the vicinity of the zone or in key areas within the zone.	Traffic Regulation Order Team
3.8	Review of Public Objections	Any comments or objections received from the public will be considered in accordance with the Council's lawful obligations and policies. If any objections received are sufficient to warrant a review of the scheme, then the process will revert to stage 2.2 If objections can be/are overruled then a Objection Report will be drafted for senior officer and ward member consideration.	Traffic Regulation Order Team / Parking Policy Team
3.9	Deliver Objection Report to Senior Officers and Ward Members	If objections are received then a report will be provided to senior council officers and local ward members for consideration and comment.	Traffic Regulation Order Team
3.10	Sealing of Traffic Order	If objections are overruled, the TRO for the parking zone is sealed by legal services to become operational at the given date.	Legal Services
3.11	End Process	If the decision has been made to progress with the scheme then stage four will be initiated. If the decision has been made not to progress any further with the scheme then no additional action will be taken.	Parking Policy

² [Traffic regulation order proposals \(cardiff.gov.uk\)](https://www.cardiff.gov.uk)

Stage Four – Parking Zone Implementation

STEP	PROCESS STEP NAME	PROCESS	OWNER
4.1	Order Placed for Lining, Sign Manufacture and Installation	The necessary lining, sign manufacture and sign placing works will be ordered, normally from the Council's highways contractors.	Design and Delivery
4.2	Design consultation documents	Implementation documents will be drafted and include information on the operational days/times of the parking zone, how parking within the zone will be managed and information on permits. This will usually include a phase 1 letter and a phase 2 letter, along with any maps or other documents that may be deemed relevant: <ul style="list-style-type: none"> - Phase 1: "Implementation Start" letter - Phase 2: "Go Live" letter 	Parking Policy
4.3	Deliver Implementation Documents to All Local Ward Members for Approval	Implementation documents will be sent to all local ward members, providing 14 days for consideration and comment.	Parking Policy
4.4	Deliver Parking Zone Implementation Start Letter	A letter will be sent to all properties within the zone area advising that the parking zone will be implemented and providing information on the zone and any specifics relating to parking rules and parking permits (such as how to apply).	Parking Policy
4.5	Instillation of Parking Zone	The signs and lines needed to introduce the restrictions and make them enforceable will be installed.	Design and Delivery
4.6	Deliver Parking Zone "Go Live" Letter	A letter will be sent to all properties within the zone area advising when enforcement of the new restrictions will start.	Parking Policy

4.7	Communications	The new zone is communicated to the public via the communications teams through channels such as social media.	Communications
4.8	“Light touch” Enforcement of Parking Zone Starts	Civil Enforcement Officers start patrolling area, with a focus on education and promoting compliance for the first 14 days.	Enforcement (CPE)
4.9	Full Enforcement of Parking Zone Starts	Civil Enforcement Officers start patrolling area in accordance with standard operating procedures and issuing Penalty Charge Notices to any illegally parked vehicles.	Enforcement (CPE)
4.10	First Stage Review (3 months)	The initial implementation of the parking zone is reviewed and any minor amendments that are required to ensure legal compliance and enforceability are made.	Parking Policy
4.11	Second Stage Review (18 months)	The overall parking zone scheme is reviewed with particular consideration given to public and ward member feedback, and adjustments made to the parking zone if required.	Parking Policy
4.12	Third Stage Review (5 years)	The parking zone is reviewed as part of a 5-year rolling programme to review all parking zones in the city.	Parking Policy
4.13	End Process	The parking zone will continue to be monitored and appropriate action taken where necessary. The parking zone will continue to be fully reviewed every 5 years and adjustments made if required.	Parking Policy

