

Guidance Notices for Town and Parish Councils on assessment of Waiting Restriction requests

All requests for new or revisions to existing parking restrictions should be received on the standard questionnaire (WR1). If an application has been received by letter or email, the application form should be sent out to be completed by the requester in order to gain as much information as possible about the issue-

Completed request forms, when received, should be assigned a unique application reference, in the following format: Town or Parish/location/requestors name. e.g.: Melk/Union St/Smith

If the requestor has indicated on the form that they have digital photographs relating to the request that they wish to include in the application, an email containing the unique application reference should be sent, to the address in Section 1 of the form, indicating that any photographs should be attached to reply email(s) using the unique application reference.

The application form should be scanned and saved in folder unique to the request. Any subsequent correspondence relating to this request, e.g. photographs, letters of support for request from other residents, waste and recycling services, etc, should be scanned and saved to the folder.

Any applications that are received that relate directly to road safety issues (vehicles blocking access for emergency vehicles, etc.) should be copied directly to the Network Management Team by the Town/Parish Council for their assessment. All other applications received should be assessed using the Assessment of Waiting Restriction Request form (WR2). The form should be completed using the information contained in the original request as well using any local knowledge of the issue. Requests will then need to be prioritised in order of preferred priority for progression/ importance. Where there are a number of requests relating to the same issue/location, these should be treated as a single request.

At the end of January each year, Town/Parish Councils will be requested to submit all the information on requests received to the Network Management Team together with an initial assessment form and details of their priority requests.

These requests will then be scored using an agreed rating matrix and a percentage score calculated. The requests across the county with the highest percentage scores will then be collated into an annual report and submitted to the Cabinet Member for a decision as to which schemes will be taken forward to the following years works programme.

The number of schemes that can be implemented each year will vary, depending on the complexity of the schemes.

Due to the number of requests for waiting restrictions received each year, there is no guarantee that a request ranked highly by any Town/Parish will necessarily rank highly in the matrix score. The more accurate the information and support for a request contained in both the initial application and the Town/Parish assessment will help in the final assessment process.