

Rotherham Metropolitan Borough Council

Transport Liaison Group 15 March 2017

Traffic Order Procedure:

1. The initial starting point for a Traffic Regulation Order (TRO) is generally from one of the following sources:
 - Contact from a member of the public
 - Contact from a Member of the Council
 - Contact from Area Assembly or Parish Council
 - As a consequence of a highway scheme such as a new junction
2. The request is investigated by officers of the Transportation unit and if it is felt that a TRO is required to maintain the 'Safe and efficient movement of traffic (which includes pedestrians) on the highway' then the TRO process is initiated.
3. The initial proposal is forwarded to South Yorkshire Police (SYP) for their consideration in some cases SYP do not offer their support it would be then for the Transportation Officer to decide whether to continue, to amend or to stop the process.
4. If the proposal is to progress then a report outlining why the TRO is required should be submitted to the Assistant Director of Planning, Regeneration and Transport. This should include a drawing, the reasons for the proposal, any consultation and a recommendation.
5. If the report is supported by the Assistant Director then the formal consultation process should be initiated; the Council has bodies that it statutorily has to consult such as the Emergency Services and bus operators. We also at this stage consult with affected Ward Members and Portfolio Cabinet Member. More recently we have also started to consult with affected Parish or Town Councils if one exists. Consultees are given 28 days to respond and a nil response is deemed to support the proposal. If unsupported by the Assistant Director then the proposal should be reconsidered or terminated. All interested parties should be made aware of this decision.
6. If supported by consultees then the Transportation officer should prepare the draft order and public notices. The Head of Legal Services places an advertisement in the Rotherham Advertiser and provides street notices for the Transportation officer to post on site. The Transportation officer will also forward a copy of the notice to all those consulted in item 5 and will let affected property owners know of the proposal. If unsupported by consultees then the proposal should be reconsidered or terminated. All interested parties should be made aware of this decision. The proposal has a 28 day consultation period this is 7 days longer than the statutory requirement of 21 days.

7. If there are no objections raised at this stage then the Head of Legal Services is asked to make the order, consideration should be given to the time required to implement the necessary signs and road markings that make the TRO effective. If there are objections then the need for the proposal should be reconsidered, it may require amendment or termination. In each case affected parties should be made aware. Any objectors should be consulted and given the chance to withdraw their objection. If unwithdrawn then local Ward Members should also be made aware of the objection and their views sought.
8. If it is determined that the proposal should proceed even though objections have been raised a report should be prepared and presented to the Strategic Director of Regeneration and Environment for their consideration. This report should identify why the proposal was initially required, the grounds for the objection and any other pertinent representations such as the views of local Ward Members, it should also make a recommendation on how to proceed.
9. There are 3 potential outcomes of the consideration by Strategic Director:
 - Implement as originally proposed
 - Amend the proposal and implement if less onerous or if more onerous recommence TRO procedure
 - Terminate proposalIn each case all interested parties should be made aware of the outcome of the Strategic Directors' decision.
10. The typical timeframe for the delivery of a TRO is 6 to 9 months depending upon the complexity of the proposal.