

# Highways, transportation and development - Appendix I

Leicestershire County Council  
Department of Highways, Transportation and Waste Management

## Appendix I: Other procedures

Traffic Regulation Orders: a guide for developers

**PARKING MANAGEMENT TEAM****TRAFFIC REGULATION ORDERS:  
a guide for Developers and Consultants**

The management of traffic can be achieved through a variety of measures. Some of these will require the making of a TRAFFIC REGULATION ORDER (TRO).

**What is a Traffic Regulation Order?**

Examples of TROs are:

- waiting restrictions
- speed limits
- one-way streets
- prohibitions of vehicles
- weight limits
- residents preference parking schemes

These forms of traffic management require a legal process of consultation & advertisement so that the views of all interested parties and the needs of different users can be taken into consideration.

*Overleaf is a step by step guide to the TRO procedure.*

**Costs**

Typical costs involved in a TRO are:

- £3,000 Traffic Management staffing costs for processing the TRO
- £500 County Solicitor's staffing costs
- £300 for each public notice in a local newspaper (minimum of 2 notices)
- Legal fees will be invoiced separately
- Cost of works on site (the signs and lines required to enforce the Order): each scheme is unique and therefore there is no "typical" figure. As an indication, costs per scheme in recent years have ranged from £100 to £18,000
- Design time and site supervision costs will also normally be recharged to applicants.

*These figures are a guide only. If costs are on a rechargeable basis then the actual costs will be charged.*

**How long does the TRO process take?**

TROs are very time-consuming & labour-intensive.

- Simple and non-controversial proposals which receive no objections still take about 15 – 18 months to process.
- Controversial schemes have been known to take 3 – 4 years.
- It is the County Council's aim to introduce 75% of TROs within 18 months of starting the consultations.
- In Leicester City, simple proposals are likely to take about 12 months to process, more complicated proposals are likely to take 12 - 24 months.
- Any designs, approvals and agreements should take into account that, even once the procedures have begun, there is no guarantee that a TRO will be implemented.
- All schemes, including minor ones, are still subject to the same lengthy legal procedures.

*The requirement for and planning of a TRO needs to be considered at an early stage of a scheme. It should not be left until construction has started on site.*

**TRO Priorities**

Only a limited number of TROs can be processed each year. Those schemes which are likely to give the most benefit will be prioritised. Some of the factors considered in the priority system are:

- Potential for accident reduction
- Likely effect on traffic speeds
- Potential benefits to vulnerable road users, the environment, public transport, emergency vehicles, and schools.


## TRAFFIC REGULATION ORDER PROCEDURES

The way that Local Authorities must process TROs is laid down in law. Here is how Leicestershire County Council processes Traffic Management TROs:

1. Following receipt of a request, the site is investigated.
2. If a TRO is thought to be the best solution then an initial proposal is drawn up.
3. In some cases, initial consultations may be carried out with, say, the Police and local Councillors.
4. Full consultations are always carried out with the Police (who must enforce the Order), the local County Councillor, the Parish or Town Council, the District Council and hauliers' organisations. Other groups consulted, depending on the type of Order, include the emergency services, cycling clubs, business organisations, local disability groups, motoring organisations, utility companies and walking groups.
5. Depending on the results of these consultations, approval from County Council Members to publicly advertise the proposal is required. For simple, non-controversial schemes the approval of the local County Councillor will be sought. For complex or sensitive schemes the approval of a Member level meeting may be required. Alternatively, due to the comments received, it may be decided not to proceed any further, or to change the scheme and carry out further consultations.
6. If it is decided to go ahead, details of the proposal are drawn up and passed to the County Solicitor so that they can undertake the legal work of publicly advertising the proposal, including placing notices in the local press and on site.
7. If any objections are received during the public advertisement period then we try to resolve them. If they can't be resolved then this is reported to County Council Members for consideration about whether to proceed, amend or abandon the proposal.
8. If the decision is to proceed, details of works on site are drawn up (road signs, yellow lines etc) and a date is agreed for the County Solicitor to arrange for the Order to come into effect and for the scheme to be completed. This date will be confirmed through a notice in the local press.
9. Works are carried out on site ready for the Order to come into effect and so that the Police can enforce it.

### For further information about general Transportation issues contact:

Leicestershire County Council  
Department of Highways, Transportation and Waste  
Management  
County Hall  
Glenfield  
Leicester  
LE3 8RJ

 0116 305 7127

**EMAIL** [htwm@leics.gov.uk](mailto:htwm@leics.gov.uk)

**FAX** 0116 305 7014

**MINICOM** 0116 305 7334

### For Developer Related Parking Management issues contact:

**North** (North West Leics, Charnwood and Melton):

Martin O'Connor  0116 305 8130

**EMAIL** [moconnor@leics.gov.uk](mailto:moconnor@leics.gov.uk)

**South** (Hinckley & Bosworth, Harborough, Blaby and Oadby & Wigston):

Ian Vears  0116 305 8130

**EMAIL** [ivears@leics.gov.uk](mailto:ivears@leics.gov.uk)

*You can also write at the address shown above or fax on 0116 305 7327*