



Residents' Parking Zone – Guidelines for the Local Champion



Introduction

- 1 This guidance provides information on how the role of the Local Champion will be developed and applied in response to requests for residential parking zones. It should be read in conjunction with the Policy and Guidelines for Residents Parking, and the Residents Parking Zones Information Package.

Background

- 2 Before the introduction of Decriminalised Parking Enforcement (DPE)/Civil Parking Enforcement (CPE) the County Council was unable to introduce Permit Parking Schemes as they required high levels of enforcement that the Police were unable to supply. With the introduction of DPE/CPE, the County Council was able to develop a policy to determine the selection, type, operational constraints and terms and conditions for the introduction of these permitted parking schemes and the Policy and Guidelines for Residents Parking was developed for that purpose.
- 3 The intention of a Residents' Parking Zone (RPZ) is to give residents priority and manage non-residents parking in the zone. The introduction of a scheme does not mean that residents have their own parking spaces, nor does it guarantee every householder a parking space within the zone at all times.
- 4 Issues occur where a significant proportion of residents and their visitors have difficulty in finding parking on the public highway close to their property and a reasonable alternative is not available. In areas of high demand and limited parking capacity vehicles can be displaced to nearby residential areas. This can prevent residents from being able to park near their home and can also make access difficult. Examples of locations that result in displacement to residential areas include:
 - Town centres
 - Retail/leisure/tourist locations
 - Large employers
 - Railway or other major transport hubs

It is unlikely that locations close to establishments where the main issue is parking problems for short periods of the day e.g. school will be suitable for an RPZ.

- 5 Residents' parking schemes have both advantages, such as improving access to properties, and potential disadvantages, such as displacing parking problems to adjacent streets. The implications of introducing them must therefore be considered very carefully.
- 6 It should be noted that schemes are not solely for residents and provision needs to be made for visitors and in some instances other users, for example business. Given that residents parking schemes impose constraints on both residents and non-residents, it



is important to try and ensure that any Residents Parking Zone is respected and supported by the residents themselves.

- 7 Parking part on/off the carriageway cannot be supported and if there is a need to prohibit parking on one side of the road, the reduced amount of parking space could be a major influence on residents acceptance of a scheme.

Local Champion

- 8 A Residents Parking Zone (RPZ) is primarily for the benefit of local residents and whilst the Policy and Guidelines for Residents Parking Zones identifies the need for strong community support, there is now the opportunity to take this a stage further and develop the role of a “Local Champion”.
- 9 The local champion will have a key role in demonstrating that there is majority support for the zone and acting as a link between the traffic regulation team and residents and businesses within the zone. This approach will support localism particularly as the drive for a residents’ parking scheme should come from the local community itself.
- 10 The Local Champion could, for example be a resident, the local County Councillor or a member of the district, parish or town council.
- 11 Pending a full review of the current version of the Policy and Guidelines for Residents Parking, the role of Local Champion is now incorporated into the way that RPZ’s are considered, designed and delivered and these guidelines are intended to outline the way that the Local Champion will contribute to the consideration, prioritisation and development of zones.
- 12 The Local Champion role will not diminish the influence of the Local Parking Committee and at each stage of the process the LCP will be updated or required to take a decision as appropriate.
- 13 Although this process has been designed to put the local community at its heart, there are certain roles which the County Council must perform such as designing the solution, arranging for signing and road markings and, the statutory process involved in the Traffic Regulation Order.



Proposed Assessment Process

14 All requests for Residents Parking Zones will be considered using the process outlined below and will progress on satisfactory completion of each stage.

Step 1 – Receive request for Residents Parking Zone
Information Pack provided

Step 2 – Meeting held with applicant and local county councillor
Process outlined, and initial advice on suitability

Step 3 – Local Champion is nominated by the community

Step 4 – Define the problem and location
Initial assessment to identify that the problem is one of the types for which a zone may be suitable

Step 5 – Initial survey
Initial survey to determine level of community support and clear idea of the perceived problem

Insufficient response/support	60% response with 85% support in favour
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If there is not sufficient support/area unsuitable, the application will not be considered further	Application progresses to next stage
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Step 6 – Formal application

Step 7 – Initial technical survey

Step 8 – Local Parking Committee
Considers the priority of the scheme

Step 9 – Scheme is the top priority for the LPC

Stage 1 – Initial request, survey and assessment

Stage 2

Step 10 – Initial consultation
Local Champion delivers consultation, and secures sufficient response

Insufficient response/support	60% response with 85% support in favour
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If there is not sufficient support, the scheme will not be considered further	Scheme progresses to next stage
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Step 11 – Decision to proceed
Chair of the LPC

Step 12 – Develop Solution
Consider impact on adjoining areas and consider amendments to scheme and resurvey is appropriate.
Detailed design of solution.

Step 13 – Consult with statutory consultees

Objections	No objections
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Discuss with consultee and determine if objection can be withdrawn. If not, scheme withdrawn	Continue to Step 13
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Stage 3 – Initial Consultation

Stage 4 – Develop Solution

Stage 5 – Traffic Regulation Order



Step 13 – Advertise Traffic Regulation Order “Notice of Proposal”

Step 17 – Consider responses/support/objections

<p>Significant objections, revise scheme, re-advertise, or withdraw scheme</p>	<p>No material objections, or objections not considered to materially affect the scheme</p>
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Step 18 – Implement Scheme
 Notice of Implementation of TRO
 Permit applications and issue
 Deliver works on site
 Scheme launch

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Stage 1 – Initial request, survey, and assessment

- 15 An informal request to be considered for a Residents Parking Zone is received.
- 16 Staffordshire County Council forwards the Residents Guide, application form, details of the role of Local Champion, an outline of the process and template for the initial survey to the person/organisation making the request. This will also include information on the typical annual costs of operating the scheme and, examples of the range of costs that may be involved in the setting up of a scheme.
- 17 Having received the information described above, the applicant will be offered an initial site meeting with an officer who will also inform the local county councillor. The purpose of the meeting will be to:
 - Explain the process of applying for a residents parking zone and, the advantages and disadvantages
 - To discuss the area to be considered
 - To view the area to be considered and provide advice on its suitability for a scheme
 - To understand wider issues including where parked vehicles that are non-resident may migrate to
- 18 At this stage, a Local Champion is nominated by the community. A suggested format for this is provided in Appendix 1. The local County and District Councillors have a key role in supporting the community and identifying the Local Champion that will work with the County Council throughout the development of the scheme.
- 19 Identifying that the problem described is one of the types for which residents parking zones might be appropriate is important at this early stage. Appendix 2 provides further information on suitability.
- 20 During this stage, the Local Champion will carry out an initial survey to determine the likely level of community support for a scheme and a clear idea of the perceived problem. (Appendix 3)
- 21 The information required at this stage will depend on the location being considered but is likely to include:
 - The number of parking spaces (on and off street)
 - The number of parked vehicles
 - Type of use (e.g. resident or commuter)
 - Information for different times and days
- 22 It would be expected that the Local Champion is able to demonstrate support for the scheme by at least 60% of those consulted in the area proposed having responded, with 85% of those in favour and prepared to pay the full annual subscription and set up costs. (a household being a dwelling irrespective of the number of people living there).



- 23 Subject to the Local Champion being able to demonstrate the necessary public support, a formal application will be made to the County Council using the form provided in Appendix 4.
- 24 The County Council will then carry out an initial technical survey of the area based on the following criteria. (Appendix 5)
 - Parked vehicles
 - Status of route
 - Character of route
 - Access
 - Width of carriageway
 - Duration of the parking problem
 - Character of Zone
 - Private parking availability
 - Public parking availability
 - Collisions (per type not incident)
- 25 Information will then be prepared for the LPC based on the technical survey carried out by the County Council and the initial information gathered by the Local Champion.

Stage 2 – LPC prioritise

- 26 The LPC receives details of the application and, considers the priority of the scheme against other requests.
- 27 The LPC will also be asked at this stage for approval for the Chair to have delegated authority to proceed to detail design and implementation if the required level of response and support described in (31) below is achieved.

Stage 3 – Initial Consultation

- 28 Following a decision by the LPC to prioritise the scheme for initial consultation and design, this is the key stage in deciding whether to proceed to the design and implementation of a scheme.
- 29 This will be determined through a postal survey distributed to all households and properties within the area identified.
- 30 The survey will also gather further information on parking behaviours, demand for permit spaces and availability of off street spaces to help inform the design of the scheme should the local community be in favour.
- 31 For a scheme to progress to detail design and implementation it will be necessary for at least 60% of those consulted in the area proposed having responded, with 85% of those in favour and prepared to pay the full annual subscription and set up costs. (a household being a dwelling irrespective of the number of people living there).



- 32 The County Council will provide the survey, but the Local Champion will deliver it to properties in the area and, will be responsible for securing a sufficient response to demonstrate support for the scheme. The decision will be reported to the next LPC.
- 33 The Chair of the LPC will be provided with a report on completion of this stage of the process and, subject to the required criteria being met will be asked to approved progression to the development of the detailed solution and progress to advertise the “Notice of Proposal”.
- 34 If the required level of response and support is not achieved this will be reported back to the next meeting of the LPC with a recommendation that the scheme is not supported by the community and should therefore not be considered further.

Stage 4 – Development of solution

- 35 At this stage, information collected from previous surveys, together with additional technical surveys (where necessary) will be used to develop a detailed solution.
- 36 During this stage, the Local Champion will be consulted to help choose the best option. The Local Champion is encouraged to consult more widely with residents during this stage to help inform any response at Stage 5.
- 37 The impact of the proposed solution on other adjoining areas will also be considered in more detail at this stage. It would not be fair to implement measures that simply move parking problems on to other people and, as any restriction (s) proposed will be the subject to statutory consultation at Stage 5 and, if neighbouring areas object, it may not be possible to implement the proposals. It is important that the full picture is therefore understood at this stage.
- 38 Where these effects are identified at this stage, the information/survey provided by the Local Champion at Stage 1 may have to be expanded to cover the area(s) affected.

Stage 5 – Traffic Regulation Order

- 39 This will follow the standard procedures for implementing a TRO. An indication of the process is provided below.
 - The detailed design will take account of any amendments as a result of previous consultation.
 - Statutory consultees will be consulted and, any objections considered and amendments made.
 - Subject to no outstanding objections from statutory consultees, the TRO will be prepared and an advertisement, the “Notice of Proposal” will go in the local paper and on the website for the statutory consultation period of 21 days.
 - During this period, any objections will be received in writing and initially acknowledged.
 - At the end of the 21 day period a determination report will be prepared.



- The LPC/local County Councillor receive a report on the outcome of the “Notice of Proposal”
- Amend, implement or reject the scheme

40 As part of the advertisement of the “Notice of Proposal”, a letter drop will take place to all affected properties within the proposed zone, including relevant details e.g. a plan of the proposals and a copy of the “Notice of Proposal. The letters will be delivered by the Local Champion.

Stage 6 – Final notice, works and permits, scheme launch

- 41 Prepare, advertise and seal the TRO Final Notice
- 42 Information packs sent out to residents via the Local Champion. Details of the scheme and FAQ’s placed on the County Councils website and the Contact Centre briefed to be able to handle enquiries.
- 43 Permits issued.
- 44 Site works will be ordered, programmed and completed
- 45 Scheme launched.



Appendix 1 : Local Champion Nomination (RPZ01)

Name of Scheme

Local Champion Details

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

Details of two residents living within the scheme nominating the Local Champion

First Nomination		Second Nomination	
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

Declaration

I agree to act as the Local Champion, represent the community in the development of this scheme, adhere to the Equalities and Data Protection Legislation outlined in the Guideline for Local Champions and be the point of contact for the County Council in this matter.

Signature	<input type="text"/>
Printed Name	<input type="text"/>
Date	<input type="text"/>

Support from County Councillor

Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>



Appendix 2 : Suitability of location for a Residents Parking Zone

Type of issue	Criteria that suggest a residents parking zone might be appropriate
Residents only	Where residents are unable to park close to their home purely due to the number of residents' vehicles exceeding the available parking space, it is extremely unlikely that a Residents Parking Zone would prove effective or beneficial
Residents, commuters, long term non resident users (e.g. close to town centre and being used for long stay parking by town centre workers)	Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods and, more than 20% of the spaces are being used by commuters.
	The majority of households in the area do not have off-street provision (including driveways, the ability to construct vehicle crossings/off-street parking, garages etc) ¹
Residents, shoppers and other short term users with very limited number of properties other than residential	Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods and, more than 20% of the spaces are being used by non-residents
	The majority of households in the area do not have off-street provision (including driveways, the ability to construct vehicle crossings/off-street parking, garages etc) ¹
Residents, shoppers and other short term users in an area with significant mixed or retail use	Generally this type of location is not suitable for a residents parking zone, unless widely supported by the retail or other use however, limited waiting, shared residents parking or, paid parking may be appropriate in some circumstances
Residents with restricted parking areas	Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods and, a significant level of capacity within the restricted parking area is regularly not used. The number of spaces that may be de-restricted would be expected to relate to the number not regularly used.

¹ Where properties in an area under consideration have extensive off-street parking facilities, the introduction of an RPZ in some form may still be appropriate but, in practice, other forms of parking controls i.e. junction protection, limited waiting, permitted parking places and permit parking may be necessary.



Appendix 3 : Initial survey questionnaire

Dear <<Name>>

There is a great demand for car parking in <<Area>> and, considerable concern has been expressed, locally for some time about residents not being able to park in the area.

As a local resident, I have been nominated as a Local Champion to work with the County Council to help to find out whether the area would be suitable for a Residents Parking Zone.

Residents Parking Zones are not suitable for all areas where parking is causing an issue, and further details about schemes are available on the County Councils website or, by contacting me direct.

Residents Parking Zones operate by means of a permit and, to cover the cost of administering the scheme and, additional enforcement of the restrictions there is an annual fee of around £50. The set up costs of the scheme are also normally met from those that apply for permits via a joining fee. These vary depending on the size of the scheme and cost of providing signs and road markings but typically can be between £35 and £135.

Residents Parking Zones work by way of introducing parking controls which can

- Make it easier to park near residents' homes
- Reduce traffic
- Improve safety, with increased visibility at junctions etc
- Prevent commuters, shoppers etc from legally parking in the zone
- Provide easier access to emergency and other essential vehicles

Residents Parking Zones will not solve all parking problems such as

- Increase the amount of parking overall
- Guarantee you can park in the road/zone
- Reserve or guarantee a space outside your property
- Entirely prevent parking in contravention of restrictions

The purpose of this initial survey is to find out whether the majority of our residents consider there is a problem with parking, who may be causing it and, to try and identify an initial solution that is supported by a significant majority of residents. This can be done in a number of ways, depending on the problem and desired result.

I will be round to collect the survey on <<Date>> or, you can post the form to <<Address>>.

Yours faithfully,

<<Name>>



1. Household details

Name	<input type="text"/>	Postcode	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
Telephone No	<input type="text"/>		

2. Do you think there is a problem with parking in your street? Yes No

3. If yes, please outline below what you think the problem is.

4. How often do you encounter parking problems in your street?

Every Day Most weekdays Often Occasionally Never

5. What would you say the lack of parking in the street is due to?

Too many residents cars Non residents parking Don't know

6. Duration of the problem

Daytime 10am to 4pm Peak Hours 7am to 10am Peak Hours 4pm to 7pm Night time 7pm to 7am 24 hours

7. Do you think the Council should change or introduce a residents parking zone in your street/area? Yes No

8. Does your property have a garage/off street parking and how many vehicles can be accommodated? Yes No

9. What are your current arrangements for parking in the area on a normal day? (Please indicate number of vehicles at each location)

	Daytime 10am to 4pm	Peak Hours 7am to 10am	Peak Hours 4pm to 7pm	Night time 7pm to 7am
Road in area	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Off street (e.g. drive/garage)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outside area (e.g. at work)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other e.g. car park	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. How many vehicles are registered to occupants who live at the property?

11. Would you be prepared to pay an annual fee and, set up cost to enable a scheme to be implemented? Yes No

Name Signed Date

The information provided in this questionnaire will be used by the Local Champion and, Staffordshire County Council Traffic Regulation team for the purpose of assessing residents parking needs and will be kept for approx. 12 months following the introduction of a scheme or, a decision not to proceed with the introduction of a scheme.



Appendix 4 : Application for Residents Parking Zone

Initial Application by Local Champion

Checklist

Checklist	Initial
Completed Local Champion Nomination - (RPZ01)	
Completed initial assessment - (RPZ01)	
Initial survey with all households completed with 60% response and 85% in agreement for change	
Completed information on outline problem -	
Read the RPZ Policy and Guidelines, Residents Parking Zone Information and, Local Champion role	
Read and understood the Local Champion "Data Protection Act Information"	
Read and understood the "Equality Act: Information for Local Champions"	

Initial Assessment (RPZ02)

1. What is the main type of issue that the scheme would seek to address

- | | | | |
|----------|--|--------------------------|------------------|
| A | Residents only | <input type="checkbox"/> | Go to question 2 |
| B | Residents, commuters, long term non resident users (e.g. close to town centre and being used for long stay parking by town centre workers) | <input type="checkbox"/> | Go to question 3 |
| C | Residents, shoppers and other short term users in an area with significant mixed or retail use | <input type="checkbox"/> | Go to question 4 |
| D | Residents with restricted parking areas | <input type="checkbox"/> | Go to question 6 |

2. Residents only parking issues

Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods

The majority of vehicles parked are residents

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to all parts of this question, the area is unlikely to be suitable for a Residents Parking Scheme.

If there is however, a perceived safety issue in the area, please contact the Traffic



Regulation team to discuss.

A safety issue could be where vehicles park on both sides of the street and cause problems with flow of traffic or, visibility issues are caused at junctions due to parked vehicles.

3. Residents, commuters, long term non resident users (e.g. close to town centre and being used for long stay parking by town centre workers)

Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods

More than 20% of the spaces are being used by commuters, long term non resident users

The majority of households in the area do not have off-street provision (including driveways, the ability to construct vehicle crossings/off-street parking, garages etc)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to all three parts of this question, the area may be suitable for a Parking Scheme.

If you answered Yes to the first two questions, the introduction of an RPZ in some form may still be appropriate but, in practice, other forms of parking controls i.e. junction protection, limited waiting, permitted parking places and permit parking may be necessary.

4. Residents, shoppers and other short term users.

Are the shops or other properties generating the parking outside the proposed area for the scheme?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If the answer is Yes, please continue to Question 5. If you answered No, it is unlikely that the area will be suitable for a Residential Parking Zone. However, limited waiting, shared residents parking or, paid parking may be appropriate in some circumstances.

5. Shops and other short term uses generating the parking are outside of the proposed area.

Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods

More than 20% of the spaces are being used by non-residents

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



The majority of households in the area do not have off-street provision (including driveways, the ability to construct vehicle crossings/off-street parking, garages etc)

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If you answered Yes to all three parts of this question, the area may be suitable for a Parking Scheme.

If you answered Yes to the first two questions, the introduction of an RPZ in some form may still be appropriate but, in practice, other forms of parking controls i.e. junction protection, limited waiting, permitted parking places and permit parking may be necessary.

6. Residents with restricted parking areas.

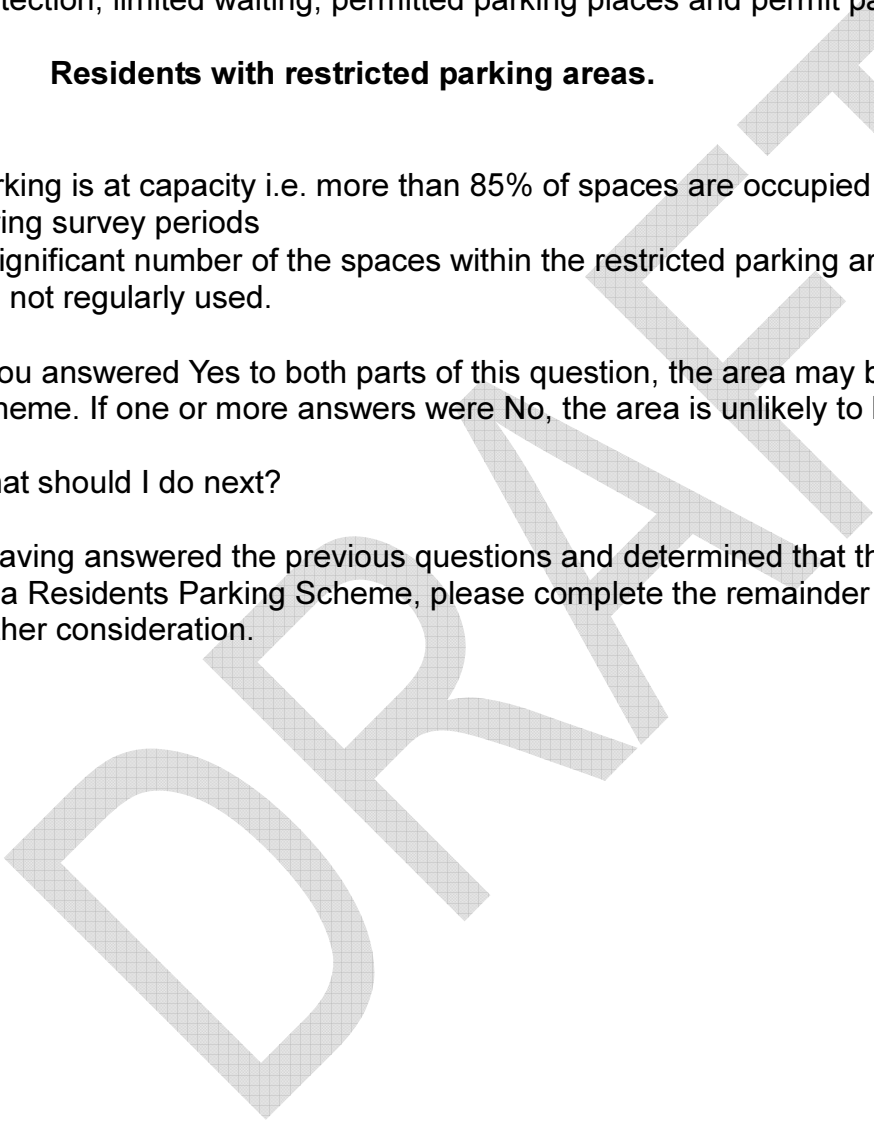
Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods
A significant number of the spaces within the restricted parking area are not regularly used.

Yes	No

If you answered Yes to both parts of this question, the area may be suitable for a Parking Scheme. If one or more answers were No, the area is unlikely to be suitable.

What should I do next?

If having answered the previous questions and determined that the area may be suitable for a Residents Parking Scheme, please complete the remainder of the application for further consideration.



Part 1 – Area and Issues (RPZ03)

Please describe the area and streets to be included within the proposed zone and attach a map showing the streets concerned.

Empty text box for describing the area and streets to be included within the proposed zone and attaching a map showing the streets concerned.

Please describe the main issues and problems relating to parking based on the information collected to date.

Empty text box for describing the main issues and problems relating to parking based on the information collected to date.

Part 2 – What the residents survey has shown?

Number of households in the area
Number of households that responded to the survey
Percentage of households that responded in support of the application

Summarise the residents views on when controls should be applied

Empty text box for summarising the residents views on when controls should be applied.



Summarise the residents on and off street parking arrangements
Summarise other comments from the consultation

DRAFT

Data Protection Act : Information for Local Champions

The Data Protection Act 1988 places certain requirements on the way in which personal information is handled. As the Local Champion is collecting data that will be used by both the Local Champion and the County Council, it is important for you to know more about the Act to ensure that data is collected, used and stored in the correct way.

The Act requires that any information held about individuals must be:

- Processed fairly and lawfully;
- Used only for the purposes outlined by the Local Champion and this should be made clear to individuals;
- Accurate, relevant and not excessive
- Kept accurately and for no longer than necessary; and
- Not shared with anyone else unless people have given their consent, or unless the Council are required to do so by law.

In relation to the collection of information by the Local Champion for the purpose of a Residents Parking Zone Scheme, the Local Champion must;

- Collect, process and store and, destroy any personal data in accordance with the Data Protection Act 1998
- Only share the information with the County Council
- Use the data for the purpose of examining levels of support for a scheme and, determining patterns of parking to find out whether the solution is appropriate for the area
- Hold the data for the duration of the scheme being considered and correctly destroy/dispose of the data 12 months after the scheme has been implemented or, the scheme rejected.
- Store personal information securely, in a paper form in a locked cabinet, in electronic form on encrypted devices
- Act as a Data Processor as required under the Act, with the County Council remaining as the Data Controller



Equality Act : Information for Local Champions

Staffordshire County Council continues to change dramatically, and is driving forward our 'one council' ethos with passion and commitment. To take full advantage of all opportunities presented to us, our huge programme of transformation continues at pace. This will see us building on our successes, and putting our people and communities at the very centre of all that we do.

This applies to everyone in Staffordshire who has a right to services commissioned by or, delivered by the County Council as well as employees and volunteers working on our behalf. The Equalities Act 2010 outlines the Protected Characteristics that need to be considered.

The County Council expects people to be treated fairly, with respect, dignity and understanding.

People interested in Residents Parking Zones should be able to read, see or hear (on request) all information distributed by the Local Champion. There should be encouragement, help and support if people cannot read or find it difficult to communicate formally or publicly. The language and images used should be positive and free from stereotype and discrimination. If people are new to Staffordshire and cannot use English and speak a language not used by most others locally, the County Council will make sure the information is interpreted for them on request. If the Local Champion believes that there are people within the area who need information in a different format or language, they should discuss with the Traffic Regulation team.



Appendix 5 : Initial Technical Assessment Survey

Staffordshire County Council in Partnership with SMD/ESBC/SBC/NTC/SS/LDC/CCDC/TBC
Residents Parking Zones - Policy and Guidelines
Priority Assessment Sheet

Location: _____ Date and time: _____
Name: _____
Site Observations: _____

Ref.	Factor	Description	Points Allocation	Score	Total Score per section	Max points per section	Comments	
1	Parked Vehicles	Both sides of road One side of road	10 5			10		
1	Status of Route	A' or 'B' Road Local Distributor Road Local Access Road Cul-de-sac	10 8 6 4			10		
1	Character of Route	Cycle Route One Way system/street Safer Route to School	4 4 2			10		
1	Access	High demand for emergency vehicles* Bus Route High demand for lorry traffic	10 5 5			20		
1	Width of Carriageway	Narrow <8 Wide >8	10 5			10		
2	Duration of the parking problem	Daytime Peak hours Night time	10 4 2			16		
2	Character of Zone adjacent Area (combination with residential) Multiply by 1.25 for units in excess of 1 in number	Industrial/Commercial Hospital Shopping - Town Centre Abutting RPZ Railway Station Entertainment Places of Worship University/College Flats/No or majority no parking provision Primary/Nursery School Shopping - convenience Library/clinic Care home Secondary School Purely Residential Flats/with majority parking provision	10 10 10 10 10 6 6 6 6 4 4 4 4 2 2 2					
3	Private Parking Availability	No private off-street parking availability Some private off-street parking availability Majority of properties with off-street parking availability	10 6 2			10		
3	Public Parking Availability Nr. to or within zone which can be utilised by either residents or assist with external parking demand	No Yes Long Stay Short Stay	8 4 6 4			10		
4	Collisions (per type not incident)	Fatal Serious Slight	10 6 2					
Priority Assessment Grand Total						0	18	

* Hospital, Fire Station or Police Station within Zone or roads form a direct route to same.



Who to contact

For advice and guidance on becoming Local Champion or, any other issue related to the development and implementation of a Residents Parking Zone, please contact the Traffic Management team using one of the following options

Telephone

0300 111 8000

Email

highways@staffordshire.gov.uk

Post

Regulation and Governance Team,

Traffic Regulation,

Staffordshire County Council,

No 1 Staffordshire Place, Stafford, ST16 2DH

Version	Approved By	Date
Draft	David Walters	2 nd December 2013

