

Parking and Transportation  
Operational Policies and Standards

2016



## Contents

Section 1	Parking Policies
Section 2	Traffic Regulation Orders
Section 3	Consultation Methodology

## 1.0 PARKING POLICIES

- 1.1 Resident Only Parking
- 1.2 Pay-and-Display Parking
- 1.3 Disabled Persons' Parking Bays
- 1.4 Doctors' Parking Bays
- 1.5 Emergency Vehicle Parking Bays
- 1.6 Principle of On-Street Parking
- 1.7 Goods Vehicle Loading Bays
- 1.8 Taxi Ranks
- 1.9 Special Parking Permits
- 1.10 Carer Permits
- 1.11 Temporary Permits
- 1.12 Motor Trade Permits
- 1.13 Visitor permits
- 1.14 Overnight Parking of Heavy Goods Vehicles
- 1.15 Off-Street Parking
- 1.16 Park and Ride Schemes
- 1.17 Coach Parking
- 1.18 Enforcement of parking regulations

## Introduction

Parking is an increasingly scarce resource in a society where the number of households with access to two or more vehicles is rising<sup>1</sup>. Cardiff Council has a responsibility to manage this resource as part of managing demand on its road network. The Council therefore accepts parking on the highway in accordance with two fundamental considerations:

- That safety is not compromised; and
- That traffic flow<sup>2</sup> is not impeded.

The Traffic Management Act<sup>3</sup> imposes a duty on the Council as highway authority to ensure the smooth flow of traffic. Whilst roads may appear capable of accommodating parking, the Council may deem this does not facilitate meeting the requirements of the Act and therefore may find it necessary to restrict parking.

The following policies and operational criteria guide the day-to-day management of parking space. These policies should be read in conjunction with the Council's:

- Local Development Plan,
- Supplementary Planning Guidance (Managing Transport Impacts - Incorporating Parking Standards and Guidance on Travel Plans),
- Local Transport Plan and
- Parking Strategy.

The objectives of the Council's Parking Policies align with Cardiff Council's Local Transport Plan objectives, as follows:

- **Environment** - Parking will be provided and managed to minimise the negative impacts of travel and parking on the built and natural environment.
- **Economy** - To contribute to an efficient economy, to support sustainable economic growth in appropriate locations and promote the vitality, attractiveness and viability of the City Centre, district and local centres.
- **Safety and Security** - Parking will be provided and managed to promote safety and security for all travellers.
- **Accessibility** - Parking will be provided and managed to promote accessibility for people and goods, particularly, by sustainable modes of transport. Particular attention will be paid to improving accessibility for people with mobility problems.
- **Integration** - To integrate parking with all forms of transport, network management and land use planning, leading to a better, more efficient and sustainable transport system.

<sup>1</sup> Department for Transport 2013: <http://wales.gov.uk/statistics-and-research/licensing-vehicle-ownership/?lang=en>

<sup>2</sup> Traffic flow refers to all modes of transport, whether motorised, non-motorised or pedestrian

<sup>3</sup> 2004

## Policies, Operational Criteria and General Guidance

Section	Explanation
1.1	<b>Resident Only Parking (2011)</b>
Policy	<p>Resident parking schemes are provided in streets where the majority of residents have no alternative but to park their vehicles on-street and where the typical parking conditions throughout the week justify a level of assistance. Standard resident only parking schemes are intended to reserve a portion of the parking space exclusively for residents and their visitors where a street is subject to heavy parking by non-residents, that is, shoppers or commuters. These schemes are not used to remove non-resident parking for aesthetic reasons, where there is no underlying parking pressure. The Council will normally install standard resident parking schemes according to the operational criteria below but will consider consulting on other options for protecting local parking availability to enhance these schemes where local circumstances indicate this is necessary.</p>
Operational Criteria	<p><b>Application Criteria</b></p> <p><b>New Schemes</b></p> <ol style="list-style-type: none"> <li>1. <b>Applications</b> for new resident parking schemes must include evidence<sup>4</sup> of support from at least 50% of the households in the street, <b>or from a local Member</b> on behalf of 25% of the residents.</li> <li>2. After receipt of an application for a resident parking scheme <b>parking level surveys</b> will be carried out.</li> <li>3. Schemes will be assessed on the basis of typical parking conditions through the working week and surveys will be carried out on Mondays to Fridays up to 5.00pm. For a scheme to proceed, the average parking level observed over four visits must reach or exceed 75% of the available parking space. <b>Other area considerations<sup>5</sup> will also be taken into account as described in points 5 and 6.</b></li> <li>4. If the criteria are met then consultation letters will be delivered to all residences. For a scheme to proceed, 60% of residents, or 50% of residents plus the majority of the Ward Councillors, must be in favour of the scheme.</li> <li>5. New resident parking schemes may reserve either 50% (or in exceptional circumstances) 75% of available parking space for residents and their visitors (with reserved bays spread evenly through the street). <b>The level of residents only provision will be dependent on the proximity of the proposed new scheme to the city centre CPA, features of any other adjacent resident schemes in place, or any other area considerations (see footnote 5) in place at the time of the assessment.</b></li> </ol> <p><b>Existing Schemes</b></p> <ol style="list-style-type: none"> <li>6. Existing resident only parking facilities may be increased up to 75% of available parking space in areas of acute parking pressure when the weekday daytime level <b>within the existing bays</b> reaches 70% or more, or a majority of Local Members for that ward request a scheme.</li> </ol>

<sup>4</sup> E.g. a petition from supporting residents

<sup>5</sup> E.g. the characteristics of an area or the presence of local businesses and amenities

Section	Explanation
	<p data-bbox="488 237 1359 338">7. Consideration will also be given to the proximity to the city centre CPA and any other adjacent resident scheme or any other area considerations in place at the time of the assessment.</p> <p data-bbox="488 376 699 405"><b>Other information</b></p> <p data-bbox="488 416 1359 517">8. Properties with off-street parking will not be included within the permit scheme where there is a mix of terraced and other property types.</p> <p data-bbox="488 528 1359 589">9. Resident Parking Schemes will not be installed in areas where a majority of properties benefit from off-street parking.</p> <p data-bbox="488 600 1359 730">10. Reserved parking bays will be distributed through the street so that all residents are within a short distance of a bay, but the bias might be towards terraced properties depending on the distribution of driveways in the street.</p> <p data-bbox="488 768 751 797"><b>Operational Guidance:</b></p> <p data-bbox="488 808 1302 869">Each case will be dealt with on an individual basis, and subject to the specific needs and issues relating to the area it applies to.</p> <p data-bbox="488 880 1359 1227">For instance the design of a development may indicate the need for a unique approach. For example, there are a number of residential areas in Cardiff based on the Radburn model. The primary innovation of Radburn was for the separation of pedestrian and vehicular traffic. This was accomplished by moving away from a traditional street pattern and replacing it with an innovation where the houses are grouped around small cul-de-sacs, each of which having an access road coming from the main roads. The remaining land inside the area is park area. This model is intended to reduce pedestrian vehicular conflict by the introduction of footways away from the roads.</p> <p data-bbox="488 1265 1359 1366"><b>The impact of a proposal will be assessed on an area basis (i.e. not just on the street itself but taking into consideration the situation in adjacent streets).</b></p> <p data-bbox="488 1413 1359 1473">A phased approach with a review of the impact of each phase may be appropriate in some cases.</p> <p data-bbox="488 1485 1359 1545">New schemes will be reviewed after 9-12 months and as required thereafter.</p> <p data-bbox="488 1583 823 1612"><b>The Resident Permit Scheme</b></p> <p data-bbox="488 1624 1359 1872">11. Up to <b>3 permits</b> will be available per property per year. These permits will be assigned to residents within the property. <b>Two of the permits will be assigned to vehicles belonging to residents at that address only, and the third designated as a Visitor permit.</b> The resident permit holder will advise the Council of any in year vehicle changes. Any claim of regular commuter misuse will be investigated and, if appropriate, permits may be withdrawn from the offending property.</p> <p data-bbox="488 1883 1359 1973">12. Where a residence has off-street parking facilities resident permits will not be issued. One visitor permit will be available to these residences.</p>

Section	Explanation
	<p>13. Visitor's Permits are for the use by bona fide visitors to a property. The visitors' permit may not be displayed on a vehicle used by the residents of the property or when the driver/visitor has gone elsewhere. Visitors may use the single visitor permit for a period of up to two weeks. Any use exceeding this time should be reported to the Authority for approval.</p> <p>14. The cost of permits will be as indicated by the Council in its annual budget statement.</p> <p>15. Permits will be either street specific permits or zonal permits depending on local circumstances.</p> <p>16. Permits will be renewable annually and lost permits will not be replaced in normal circumstances. In exceptional circumstances such as theft and provided that proof is provided in the form of a Police incident report a permit may be replaced. When a vehicle is replaced in year a replacement permit will be issued provided that the old permit is returned. The introduction of the proposed 'e-permit' system may alter these arrangements. Changes will be clearly published on the Council's website and communicated to existing permit holders at an appropriate time.</p> <p>17. Residents of new developments (including property conversions<sup>6</sup>), and those of existing halls of residences will not be entitled to on-street resident parking permits, on the presumption that parking has already been permitted, or not, in accordance with the Council's planning guidelines.</p> <p>18. Operational times for the permit scheme will be 8.00am to 10.00pm every day.</p> <p>19. On application a single free of charge carer permit may be provided where the Council is satisfied that full time (24hr) professional care assistance is required at a household. Additional supporting documentation may be required in these circumstances.</p> <p>20. Residents of corner properties will be allowed to choose whether their permits are assigned to the road of their postal address or to the adjacent road if a property's main access is located there, provided that the scheme is in place in that street.</p> <p>21. Visitor Permits are provided at the rate of one per household. See section 1.9 (iii) Visitor Permits.</p>
<b>1.2</b>	<b>Pay-and-Display</b>
<b>Policy</b>	<p>The Council supports the principle of pay-and-display parking. This system ensures that motorists abide by the time restrictions in operation. This type of parking may be introduced if it is considered that there is a benefit to be gained from the improved enforcement and turnover of spaces which the scheme would bring to those areas. Parking tariffs may be varied from time to time, and the number of parking spaces may be amended, to support the Council's transportation or local development policies.</p>
<b>1.3</b>	<b>Disabled Persons' Parking Places</b>
<b>Policy</b>	<p>Cardiff Council will continue to provide disabled persons' parking places in areas of communal use such as in local shopping centres.</p>

<sup>6</sup> i.e. where existing properties have been subdivided into unique residences, or a change of use has taken place

Section	Explanation
	<p>Disabled Persons' Parking Bays will also be provided outside individual dwellings subject to the following criteria being satisfied:</p> <p>Applicants must satisfy <b>all</b> of the criteria 1 to 4 :</p> <ol style="list-style-type: none"> <li>1. Hold a (European) Blue Badge.</li> <li>2. Have a permanent disability.</li> <li>3. Have no access to an off-street parking facility e.g. driveway or hard standing (including garages).</li> <li>4. Live where there is no on-street parking space available within 25 metres of the home at the time of site surveys.</li> </ol> <p>In addition to the above, applicants must satisfy one of the following criteria :</p> <ol style="list-style-type: none"> <li>a. Be under the age of 65 and receiving the enhanced rate mobility component of the Personal Independence Payment.</li> <li>b. Be 65 years or greater.</li> <li>c. Be in receipt of the War Pensioner's Mobility Supplement.</li> <li>d. Be subject to other circumstances which the County Council may deem worthy of exceptional consideration.</li> </ol> <p>Within criterion d, consideration will be given favourably to persons falling within the following categories :</p> <ul style="list-style-type: none"> <li>• Children or adults who have behavioural or learning difficulties and who cannot safely be left unattended during transfer between home and car.</li> <li>• Those who require mechanical assistance for movement, e.g. calipers, prosthetics, wheel chair, special lifting equipment, or who need to carry oxygen supply.</li> </ul> <p><b>Applications are considered in chronological order.</b></p> <p>The provision of disabled persons parking places requires the making of a Traffic Regulation Order involving a legal consultative procedure. A bay provided outside the home will remain a <b>facility which could be used by any disabled badge holder</b> in accordance with the normal operating rules of the disabled persons badge scheme.</p> <p>Users of vehicles provided under the "motability" scheme would automatically satisfy criterion a, as receipt of the higher rate component is a requirement of the scheme.</p> <p>However, there may be special cases received in the future which do not fall within the above. Where this occurs consideration of these cases through consultation with Social Services staff, will be appropriate.</p> <p>The need to be a car driver is no longer applicable but it is still a requirement that the applicant's car be kept at the dwelling concerned.</p> <p><b>Places will not be provided where the applicant has no car but requests one for visitors to use.</b></p>



Section	Explanation
Operational Criteria	<p>If the Council is notified, or a specific request is received, a disabled bay will be removed when it is no longer required, for example, if the disabled resident moves to a new address, or becomes deceased.</p> <p>If an objection to the removal of such a facility is received for one of the following reasons</p> <ul style="list-style-type: none"> <li>a) that the objector would be eligible to receive such a bay in his or her own right and that the current bay location would be usable</li> <li>b) that it is considered that the retention of the bay could prove beneficial to other members in the community, for the use of other blue badge holders</li> </ul> <p>The bay may be retained on site and its use monitored to ensure its benefit to the local community as a whole.</p> <p>Where an application for a disabled parking bay is received, subject to the criteria being met, a bay would be installed outside the applicant's residence, or in a suitable adjacent location. Where a resident parking scheme is in operation in a street a bay would be installed within the resident only parking area and a blue badge must be displayed. In the city centre Central Parking Zone a valid resident parking permit must be displayed in addition to a blue badge. Bays will not be installed outside another residential property.</p>
<b>1.4</b>	<b>Doctor's Parking Bays</b>
Policy	<p>In exceptional circumstances Parking places will be provided for Doctors on application where the following criteria are met;</p> <ul style="list-style-type: none"> <li>a) where the doctor is liable to be called to emergencies away from the surgery;</li> <li>b) there is no off-street parking available at the applicant's surgery;</li> <li>c) on-street parking is such that there is regularly no suitable alternative parking facility available within a reasonable distance of the applicant's surgery.</li> </ul>
Operational Criteria	<p>When an application is approved, a doctor's parking place will be provided directly outside the surgery, in accordance with the requirements of the Traffic Signs Regulations and General Directions, and as many permits as required will be issued to the surgery.</p>
<b>1.5</b>	<b>Emergency Vehicle Parking Bays</b>
Policy	<p>These will be provided on application where traffic conditions in the vicinity of the emergency vehicle's base are such that the provision of such a bay would significantly improve the operational performance of the emergency vehicle.</p>
Operational Criteria	<p>These bays will be provided in approved cases irrespective of whether there is off-street parking available. Emergency vehicle parking bays will be provided in accordance with the requirements of the Traffic Signs Regulations and General Directions.</p>
<b>1.6</b>	<b>On-Street Parking</b>
Policy	<p>The Council adopts the policy of providing on-street parking within the requirements of ensuring safety on the highway and of ensuring that traffic flows as efficiently as possible (e.g. supporting strategic transport routes/public transport corridors etc.). Where the opportunity arises, existing waiting restrictions will be re-appraised and retained or rescinded</p>

Section	Explanation
	as appropriate. Changes will be based on changes in conditions or traffic flows since the original date of introduction.
<b>Operational Guidance</b>	<p>On-street parking bays in accordance with the Traffic Signs Regulations and General Directions will be provided in appropriate places where on-street parking can be accommodated safely throughout the working day and where it is considered that short term parking would be beneficial to the needs of the area.</p> <p>The Traffic Signs Regulations and General Directions 2016 indicates the minimum dimensions of any parking bay on the highway. In view of this should a road be less than 5.5 metres in width, a parking bay would not be a consideration as the carriageway width would be inadequate for the passage of other vehicles. However where possible alternative locations may be identified.</p>
<b>1.7</b>	<b>Goods Vehicle Loading Bays</b>
<b>Policy</b>	Loading bays in accordance with the Traffic Signs Regulations and General Directions will be provided in appropriate places where loading bays can be accommodated safely throughout the working day and where it is considered that a loading bay would be beneficial to the operation of the business community but not for individual businesses.
<b>1.8</b>	<b>Taxi Ranks</b>
<b>Policy</b>	<p>Taxi Ranks in accordance with the Traffic Signs Regulations and General Directions will be provided where;</p> <ol style="list-style-type: none"> <li>a) public demand generates the regular and frequent need for taxis to be present and where;</li> <li>b) the absence of a designated rank would mean that general parking by other vehicles would be heavy enough to prevent taxis from servicing this need safely.</li> </ol> <p>The provision of taxi ranks is particularly relevant to the city centre and Cardiff Bay. As much rank space as possible will be provided, in line with the availability of safe parking space and the competing demands of other categories of user.</p> <p>The installation of taxi ranks may also be considered in conjunction with provision made for goods vehicles as a shared resource, and subject to different periods of operation.</p>
<b>1.9</b>	<b>Special Parking Permits</b>
	<p>In addition to the "normal" permits available under the resident and doctor parking schemes, the following special permits will be available in accordance with the criteria specified;</p> <ol style="list-style-type: none"> <li>(i) Carer Permits</li> <li>(ii) Motor Trade Permits</li> <li>(iii) Visitors Permits</li> <li>(iv) Business permits.</li> </ol>

Section	Explanation
<b>1.9 (i)</b>	<b>Carer Permits</b>
<b>Policy</b>	<p>Carer Permits have been replaced by the visitor permit mentioned in paragraph 1.1, but in exceptional cases, carer permits may also be provided. An exceptional case could be where a resident needs 24 hour care by a professional carer, whose use of the visitor permit would prevent relatives visiting. In such cases, it would be appropriate to issue a carer permit in addition to the normal visitor permit.</p> <p>Carer Permits may be available to residents living within streets having resident parking facilities and who</p> <ul style="list-style-type: none"> <li>a) are not car drivers</li> <li>b) require 24 hour full time care by professional carers in order that they can continue to live in their home environment. (see 1.1[13])</li> </ul> <p>Where care is required that is not consistent with b) then the visitors permit scheme (see 1.1) should be relied on.</p>
<b>Operational Criteria</b>	In these instances, a single permit will be issued to the resident. The permit will have the word "CARER" in place of the vehicle registration number.
<b>1.9 (ii)</b>	<b>Motor Trade</b>
<b>Policy</b>	Permits will be available to residents who would normally be entitled to a residents parking permit for their home street, but who can prove that by virtue of their employment, they drive a variety of vehicles and cannot guarantee using the same vehicle from day to day. In these cases, a single permit will be issued to the applicant, having the word "MOTOR TRADE" in place of the registration number. Although not precisely descriptive of this situation, it is the legend used in the traffic regulation Orders governing the operation of the resident only parking schemes.
<b>Operational Criteria</b>	Applications must be supported by documentation in respect of proof of employment, or a valid insurance policy.
<b>1.9 (iii)</b>	<b>Visitor Permits (see also Residents Parking Only – Section 1.1)</b>
<b>Policy</b>	One visitor permit for bona fide visitors is now available per household in streets having resident only parking facilities.
<b>Operational Criteria</b>	The authority to issue these permits is contained within the relevant Traffic Regulation Order defining the parking bays within the streets concerned. It is intended that these permits are kept within the household and can be used for any visitor for the duration of the visit. They are not intended to be used on a regular basis for persons who may be commuting and are making use of the parking facilities offered in that street, and in such cases the permit may be confiscated or withdrawn from the householder concerned.
<b>1.9 (iv)</b>	<b>Business Permits</b>
<b>Policy</b>	Business permits will be issued for the use of businesses requiring to park vehicles in Council operated car parks where a business permit scheme is in operation.
<b>General Guidance</b>	This scheme will be implemented in conjunction with the 'e-permit' scheme. Details on the operation of this scheme will be published on the Council's website.

Section	Explanation
<b>1.10</b>	<b>Overnight Parking of heavy goods vehicles</b>
<b>Policy</b>	Only in exceptional circumstances will the Council make a traffic regulation Order to prohibit the overnight parking of heavy goods vehicles.
<b>Operational Criteria</b>	In accordance with the conditions stipulated in the Operator's Licence, heavy goods vehicles must be accommodated overnight in places off the public highway. Where this condition is being ignored, and complaints are received that heavy goods vehicles are being parked or operated overnight in residential areas, the matter may be reported to the Licensing Authority.
<b>1.11</b>	<b>Off-street parking</b>
<b>Policy</b>	The Council will continue to operate its existing complement of off-street car parks, and where a fee is charged it will continue to charge a fee in line with that of other privately operated car parks.  Where required, systems may be put in place to manage the length of stay taking place, in order to reduce commuter content and so increase turn-over of parking space for shoppers.
<b>General Guidance</b>	When the opportunity arises, and where this fits with the strategic plan for the distribution of car parking the Council will open and operate new off-street car parks.
<b>1.12</b>	<b>Park and Ride Schemes</b>
<b>Policy</b>	The Council will continue to promote and operate park and ride schemes within the County in conjunction with interested operators, in accordance with the aims of the Local Transport Plan. It is the Council's aspiration is to develop a ring of park-and-ride sites around the perimeter of the city to give quick and easy access to the city centre, and to reduce congestion and pollution. This will be supported by dedicated bus lanes where possible.
<b>General Guidance</b>	It is the Council's normal practice to operate Park and Ride services.
<b>1.13</b>	<b>Coach Parking</b>
<b>Policy</b>	The Council will continue to provide on-street and off-street coach parking facilities at appropriate locations around the city, in order to support the economic and tourist industries in the city.
<b>General Guidance</b>	The City of Cardiff is a major attractor of visitors, by reason of its fine heritage, extensive amenities and exceptional sporting and cultural programmes. An off-street coach park is available in close proximity to the centre, and this is supported by several short stay and long stay parking facilities in the northern city centre. On special occasions, the roads within the Civic Centre are often closed to traffic and include space for coach parking on-street.  New on-street coach parking facilities have been provided in the Cardiff Bay area, and consideration will be given to new coach parking facilities.  These existing facilities will continue to be supported by the Council and liaison with continue to take place with coach operators and their organising bodies to promote the facilities.

Section	Explanation
<b>1.14</b>	<b>Enforcement of Parking Regulations</b>
<b>Policy</b>	Cardiff Council has the powers under the Traffic Management Act 2004 to carry out civil enforcement of parking contraventions.
<b>General Guidance</b>	The Traffic Management Act 2004 imposes a duty on the Council to ensure the efficient operation of the road network. Until recently the enforcement of those regulations has been the responsibility of the Police and their Traffic Wardens, as offences were criminal offences but when the Council took on the powers of enforcement, the offences became civil offences. The Council now has direct control over the civil enforcement officers and deploy them as necessary around the highway network. These officers are responsible for the enforcement of parking restrictions and certain Moving Traffic Offences. Their duties are likely to increase subject to the introduction of additional powers being conferred by the Welsh Government. This is a requirement of the Traffic Management Act and the Council's Transport Strategy and Local Transport Plan, which primarily supports the movement of public transport and active modes of travel (walking and cycling).
<b>1.15</b>	<b>Use of Income from Parking and Enforcement Activities.</b>
<b>Policy</b>	Cardiff Council will use the income from Parking and Enforcement Activities in accordance with the provisions set out in Section 55 of the Road Traffic Act.
<b>General Guidance</b>	The Council is permitted to spend the income it receives from parking. This is defined in the Road Traffic Act (RTA) Section 55. Income from parking charges is ring fenced to be reinvested in transport network improvements and other parking related initiatives. This includes the support and renewal of the existing parking infrastructure and environmental amenity.

## 2.0 TRAFFIC REGULATION ORDERS

- 2.1 Waiting Restrictions
- 2.2 Loading Restrictions
- 2.3 Bus Stop Protection Orders
- 2.4 Access Only Orders
- 2.5 Weight And Width Restrictions
- 2.6 Protection Of Private Accesses
- 2.7 Turning Movement Prohibition
- 2.8 One Way Street
- 2.9 Temporary Road Closures
- 2.10 Street Traders
- 2.11 Speed Limits
- 2.12 Experimental Traffic Orders
- 2.13 Road Closures
- 2.14 Highway Extinguishments
- 2.15 Junction Protection Orders
- 2.16 Parking On Grassed Verges
- 2.17 Parking On Footways
- 2.18 Enforcement Of Parking Regulations
- 2.19 Other Miscellaneous Orders not covered in above list

## Introduction

A Traffic Regulation Order (TRO) is the legal document required to support a range of measures, which govern or restrict the use of public roads. These are made under the Road Traffic Regulation Act (1984) and The Local Authorities' Traffic Orders (procedure) (England and Wales) Regulations 1996.

The 1984 Act states:

(1) [A traffic regulation order may make] any provision prohibiting, restricting or regulating the use of a road, or of any part of the width of a road, by vehicular traffic, or by vehicular traffic of any class specified in the order,—

- (a) either generally or subject to such exceptions as may be specified in the order or determined in a manner provided for by it, and
- (b) subject to such exceptions as may be so specified or determined, either at all times or at times, on days or during periods so specified.

(2) The provision that may be made by a traffic regulation order includes any provision—

- (a) requiring vehicular traffic, or vehicular traffic of any class specified in the order, to proceed in a specified direction or prohibiting its so proceeding;
- (b) specifying the part of the carriageway to be used by such traffic proceeding in a specified direction;
- (c) prohibiting or restricting the waiting of vehicles or the loading and unloading of vehicles;
- (d) prohibiting the use of roads by through traffic; or
- (e) prohibiting or restricting overtaking.

(3) The provision that may be made by a traffic regulation order also includes provision prohibiting, restricting or regulating the use of a road, or of any part of the width of a road, by, or by any specified class of, pedestrians—

- (a) either generally or subject to exceptions specified in the order, and
- (b) either at all times or at times, on days or during periods so specified.

(4) A local traffic authority may include in a traffic regulation order any such provision—

- (a) specifying through routes for heavy commercial vehicles, or
- (b) prohibiting or restricting the use of heavy commercial vehicles (except in such cases, if any, as may be specified in the order) in such zones or on such roads as may be so specified, as they consider expedient for preserving or improving the amenities of their area or of some part or parts of their area.

(5) Nothing in subsection (4) above shall be construed as limiting the scope of any power or duty to control vehicles conferred or imposed on any local authority or the Secretary of State otherwise than by virtue of that subsection.

UK law requires that TROs be in place to enable the police and/or the council, to enforce these restrictions.

- Double yellow lines
- One-way streets
- Prohibited turns
- Bus lanes
- Parking restrictions.

County councils, metropolitan district councils and London boroughs all have powers to make TROs on the roads for which they are responsible. The Secretary of State has similar powers with respect to trunk roads.

TROs come in three categories:

- Permanent TROs, which remain in force until superseded or revoked.
- Experimental orders, which may last for up to 18 months, with extensions available in certain circumstances. These orders may be removed; made (sealed); or amended to make permanent.
- Temporary orders (for road works, or the avoidance of danger to the public, or for litter clearance and cleaning) which may last for: up to six months for footpaths, bridleways, cycle tracks and byways open to all traffic; and up to 18 months on other roads, with extensions available in certain circumstances.

A TRO may be implemented as part of the Road Traffic Regulation Act (1984) and The Local Authorities' Traffic Orders (procedure) (England and Wales) Regulations 1996.

TROs can remain in operation indefinitely. Where the Council may need to modify or revoke a TRO this must follow the same procedure as was used to create the TRO.

This involves:

- Consultation with emergency services and other public bodies.
- Local interest groups such as residents and traders may be consulted where appropriate.
- Advertisement of the TRO by placing a notice in the local press and may display notices in the roads affected.
- Consideration of Objections through the appropriate council procedure before it is decided how the matter will be taken forward.
- The TRO can then be formally made (sealed) and introduced if appropriate.



## Cardiff Council Policies and Operational Criteria

Item	Details
<b>2.1</b>	<b>Waiting Restrictions</b>
Policy	Waiting restrictions will be provided where necessary in order to ensure the efficient flow of traffic or where safety is an issue. The nature of the waiting restrictions will be appropriate to the traffic conditions and the location.
Operational Criteria	Cardiff Council promotes a policy of providing on-street parking subject to the requirements of efficient traffic flow and safety. This means that the waiting restrictions will be the minimum necessary to serve the intended function. Waiting restrictions will be re-appraised and retained if appropriate or amended if it is felt that a change of conditions or traffic flow warrants this.
<b>2.2</b>	<b>Loading Restrictions</b>
Policy	Loading restrictions will be provided in order to restrict the parking of delivery vehicles and Blue Badge Holders where their presence would impair the efficient flow of traffic or would have adverse safety implications.
Operational Criteria	It is recognised that servicing of premises must take place and this will be duly accommodated, as far as practicable. However, the locations of those premises are a critical consideration. It must be recognised that it is not always possible to accommodate loading directly outside some premises, such as near signal controlled junctions. For other premises loading may only be accommodated outside the peak traffic flow times. The loading/unloading restrictions will reflect those considerations.
<b>2.3</b>	<b>Bus Stop Protection Orders</b>
Policy	The Traffic Signs Regulations and General Directions 2016 include a prescribed bus stop “box” marking, which is automatically enforceable under national legislation. Consequently, a local TRO is not necessary when implementing the required lines and signs at bus stops. Local consultation will be undertaken as appropriate.
<b>2.4</b>	<b>Access Only Orders</b>
Policy	The Chief Constable of South Wales Police does not support the introduction of these Orders. In recognising this, the County Council will not support applications for these Orders.
<b>2.5</b>	<b>Weight and Width Restrictions</b>
Policy	Weight restrictions will be introduced where regular use of Heavy Goods Vehicles off the Strategic Network is taking place, or where an assessment of a highway structure carrying a road reveals a weakness. The weight restriction will be tailored to the assessment of the strength of the structure. Weight restrictions will also be provided where it is felt that residential or other streets are unsuitable for the passage of commercial vehicles. In these cases, the weight restrictions will generally be set at 7.5 tonnes. In some cases exemptions are permitted for vehicles requiring access.
	Width restrictions will be provided to offer protection to narrow structures spanning the highway, or where the clearance between opposite facades or footways is substandard.

Item	Details
<b>2.6</b>	<b>Protection of Private Accesses</b>
Policy	<p>Waiting restrictions will not be provided to protect private residential accesses.</p> <p>However, there may be cases where it would be advantageous to protect the entrances to commercial premises, so that HGV/Commercial vehicles can manoeuvre into and out of them without obstruction. This could be prudent in terms of road safety and traffic management, the latter by reducing traffic delays from these vehicles becoming stuck in such circumstances. In these cases, the proprietor(s) may be requested to pay for the cost of providing the TRO plus site works.</p>
Operational Criteria	<p>The Council will not provide parking restrictions (by the way of single or double yellow lines) at a private access, although an “H-Bar” marking may be considered in some circumstances.</p> <p>A private access is one that is not adopted and is not constructed to adoptable highway standards. The design and construction of any access would be a consideration as to whether measures would be justified.</p> <p>The Council will consider the provision of parking restrictions by the way of double yellow lines at the junction of a private road with the public highway. This will only be done under the following circumstances.</p> <ul style="list-style-type: none"> <li>• The private road is constructed to adoptable standards and is used by the public</li> <li>• The landowner or landowners agree to pay the full cost of the traffic regulation Order (TRO) and its implementation</li> <li>• The Council’s officers conclude that the provision of a Traffic Regulation Order will be of benefit to the operation of the highway network.</li> </ul>
<b>2.7</b>	<b>Turning Movement Prohibitions</b>
Policy	<p>These will be provided at uncontrolled junctions where there is an adverse safety implication caused by the movement. At controlled junctions, turning restrictions may be provided for the same reason, or to improve the operational efficiency of the junction. They may also be provided where they are needed to enable pedestrian facilities to be incorporated into the junction control, to run in parallel with vehicle movements.</p>
<b>2.8</b>	<b>One Way Streets</b>
Policy	<p>One way streets may be created where the width of the street is too narrow to carry two-way traffic in safety, or where they form part of a larger traffic management or traffic calming system. One way "plugs", which are short sections of one way operation within a street, may be created to restrict access to a street from a certain direction, or to simplify a complex uncontrolled or controlled junction or for other traffic management reasons.</p>
<b>2.9</b>	<b>Temporary Traffic Regulation Orders</b>
Policy	<p>Temporary Traffic Orders will be introduced where it is deemed necessary to restrict the movement of traffic or pedestrians to enable works on, or adjacent to, the highway to be carried out safely.</p>

Item	Details
Operational Guidance	<p>The initial contact for temporary works on the highway must be made to the Street Works Manager / Network Manager. Every effort should be made by the contractor to carry out the works whilst still maintaining traffic flow along the road. These will be in line with the Traffic Management Act (2004), the new Road and Streetworks Act (1991), or any subsequent amendments/revisions of these Acts.</p> <p>Applications for temporary road closures must be made at least four weeks prior to the intended commencement date for the Works. In making the application for the road closure, the applicant must supply the following information;</p> <ul style="list-style-type: none"> <li>(i) details of the proposed works;</li> <li>(ii) intended commencement date of the works and the anticipated duration;</li> <li>(iii) a plan showing the location of the works and the proposed alternative route for traffic;</li> <li>(iv) proposals for diversion signing along the alternative route.</li> </ul> <p>Applications for temporary traffic signals should be made 2 weeks prior to the intended commencement date for the Works.</p>
2.10	<b>Street Traders</b>
Policy	The Council will not consider applications for new street trader places / licenses on the highway. Existing street traders may be relocated due to developments.
2.11	<b>Experimental Traffic Regulation Orders</b>
Policy	Experimental Traffic Orders may be implemented by the Council from time to time where a problem occurs with safety or traffic flow on the highway which needs to be resolved by the creation of a traffic regulation Order, but in which case, the implications of introducing the Order are not easy to determine beforehand.
Operational Guidance	An example of such a case might be the experimental closure of a road to through traffic, where there might be a variety of alternative routes for displaced traffic, with each route having a particular problem of its own. Under the experimental legislation, the duration of the experiment will be defined in the Order (normally 18 months) and at the end of the first six months, the success of the Order, together with the effects on the neighbouring area and any representations made, will be considered by the Council. Depending upon the results of the consideration, the Order may be made permanent or rescinded, as the case may be.
2.12	<b>Road Closures</b>
Policy	The Council does not support the general principle of closing roads to through traffic. Such road closure can have an adverse effect on response times for emergency services, and therefore the maximum flexibility for access routes must be maintained. However, there may be specific road safety reasons for considering a particular road closure, for example closing one arm of an uncontrolled crossroad where accident rates are high. Such cases will be considered appropriately.

Item	Details
<b>2.13</b>	<b>Highway Extinguishments</b>
Policy	Where it is found that a section of public highway serves no useful purpose (e.g. a result of the realignment of the adjacent road, or from the alteration of the highway network) then the Council will consider extinguishing highway rights over the section of highway concerned. Consideration will be given to whether the section of highway could usefully be retained as a footpath, cycleway, shared use path or a bridleway, before deciding on whether to extinguish full rights.
<b>2.14</b>	<b>Junction Protection</b>
Policy	The Highway Code advises that drivers should not park within 10 metres of a road junction. The Council supports this advice and will provide waiting restrictions (usually double yellow lines) to reinforce this where it is deemed to be required through ongoing abuse. The extent of the restriction will vary depending on the actual location and each location will be assessed on criteria relating to road traffic collisions, obstructions and visibility issues.
Operational Criteria	Although 10 metres is specified, in practice a lesser distance may be more realistic given the nature of the particular junction and demands in the area for parking. 7 metres is frequently used (especially in terraced streets), but no less than 5 metres may be provided (these latter figures equate to approximately 1.5 to 1 car lengths respectively).
<b>2.15</b>	<b>Parking on grassed verges</b>
Policy	Where appropriate, the Council will make traffic regulations Orders making it an offence to drive on or park on grassed verges.
Operational Guidance	<p>The introduction of Traffic Orders are made in consideration with local and residents needs as the Council accepts that in many streets parking demand outweighs the space available.</p> <p>It is accepted that verges beside the carriageway can provide a valuable source of additional parking space. The Council will only consider changes to the verges where sustainable transport schemes are to be delivered and that removal of on-street parking will assist in delivering the schemes objectives. From a practical viewpoint, Orders will be made on a ward by ward basis, with relevant locations being added to the particular Order when the need is identified.</p> <p>Subject to changes in legislation consideration will be given to legal mechanisms for making parking on grassed verges a specific offence in its own right.</p>
<b>2.16</b>	<b>Parking on footways</b>
Policy	<p>The Highway Code states that people <b>MUST NOT</b> park partially or wholly on the pavement unless signs permit it. Parking on the pavement can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairments and people with prams or pushchairs.</p> <p>This can be enforced, by way of penalties for “driving over the footway” when arriving and departing, and of “obstructing the footway” whilst parked but these can only be enforced by the police.</p>

	right.
<b>Operational Guidance</b>	When the Highways Act was enacted an offence of parking a goods vehicle on a footway was included, but the equivalent of parking a car was not. The weakness of the current arrangement is that “driving over the footway” has to be observed by a Police Officer to be enforced and “obstructing the footway” is a matter of interpretation as to the degree of the offence. CEOs are able to enforce where there are restrictions in place, or identify offences contrary to the Traffic Management Act (2004).
<b>2.17</b>	<b>Enforcement of parking regulations</b>
<b>Policy</b>	
<b>Operational Guidance</b>	<p>The Order enables the City and County of Cardiff Council (“the Council”) to enforce civil parking restrictions within the City and County of Cardiff with certain exceptions.</p> <p>The Traffic Management Act imposes a duty on the Council, as Highway Authority, to ensure the efficient operation of the highway in terms of traffic movement. A key function in fulfilling that duty is to control illegal parking and so address the congestion it causes.</p> <p>Non-endorsable offences, such as parking on double yellow lines, are now civil enforcement matters for the local authority as opposed to being enforced by the Police as criminal offences. The enforcement duty has now passed from the South Wales Police to the Council and from traffic wardens to civil enforcement officers employed by the Council.</p> <p>Enforcement of Moving Traffic Offences: The Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013 was passed and came into force on 25th March 2013. These regulations enable the Council to assume responsibility for enforcement of bus lane and some moving traffic offences, pursuant to Part 6 of the Traffic Management Act 2004.</p>
<b>2.198</b>	<b>Other Miscellaneous Orders not covered in above list</b>
<b>Policy</b>	

### 3.0 CONSULTATION METHODOLOGY

Policy	Details
<b>3.1</b>	<b>Consultation</b>
<b>Policy</b>	Cardiff Council will consult appropriately and in line with the Corporate Consultation Strategy on issues relating to the provision of parking and parking related schemes in the city. Consultations may range from on-street notices and press advertisements to public engagement via surveys (both electronic and paper based where appropriate) and face to face consultation events appropriate to the needs of specific schemes and initiatives.
<b>General conditions</b>	<p>Cardiff Council is committed to be open, accessible and responsive, while being co-ordinated and providing value for money services. The design of Cardiff Council's consultation exercises will feature:</p> <p><b>Clarity</b> – consider and state what the consultation exercise is about, what we hope to achieve by consulting, who the consultees are, and what impact the results of the consultation might have.</p> <p><b>Simplicity</b> – Issues and terminology will be explained in a simple and concise manner, making participation accessible and attractive.</p> <p><b>Transparency</b> – In line with Freedom of Information responsibilities and other existing commitments, those wishing to participate or examine our consultation processes should have access to relevant supporting materials. These would include specific consultation documents, reports and papers, and records of subsequent decisions and actions.</p> <p><b>Information</b> – To enable those participating to make an informed contribution</p>

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn  
Gymraeg."**