

## Highways and Transportation

### Guidance to request a Traffic Regulation Order (double yellow lines)

Each year MKCC Highways receive a significant number of requests for double yellow lines for different areas of Milton Keynes. Many are related to parking issues but some request aim to help improve road safety in an area.

Double yellow lines can only be installed and enforced if there is a Traffic Regulation Order (TRO) in place. A TRO can only be made following a legal process that can take up to a year to complete.

The Council's budget to process, create and install the TRO and double yellow lines is limited so we will review each application on criteria that includes safety improvements and the level of impact a scheme would have in the local community.

From 1 January 2024, we are changing how we process the requests for double yellow lines to reduce the number of applications that do not have local support. Only schemes that will benefit the community and are supported by residents, ward councillors and parishes will be considered as part of the statutory process.

## How to request double yellow lines

You can request through the process outlined below for yellow lines if there are repeated, frequent obstructions by vehicles or if vehicles cannot access a street on multiple occasions.

### Step 1: Local Support

A request for double yellow lines must be submitted by the local town, community or parish council with a supporting letter from at least one of the ward councillors for the area in the application. This step replaces the informal consultation stage previously carried out by MKCC.

We do not accept direct requests from residents for double yellow lines. If you want to request double yellow lines, please speak to your town, community or parish council to start the process. Contact details for ward councillors and parish councils can be found on the MKCC website.

The town, community or parish council will then carry out a local petition to gauge the level of local support for a Traffic Regulation Order (double yellow lines) for the proposed location.

How they carry out this petition will be up to them however there is a petition template available to download from the Highways section on our website.

## **Step 2: Submit request**

If there is sufficient support from local residents (over 50% inn support from responses), the town, community or parish council can them complete the Request Form. This form can be downloaded from the Highways section on the MKCC website or email [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk) for a copy to be sent to you. The 50% is a threshold to ensure that there is majority support from any affected residents on a street unless the reason for the TRO is safety.

This should be submitted to the Highways team to the email or postal address below along with the petition evidence and a letter of support from at least two ward councillors.

By email: [highways.liaison@milton-keynes.gov.uk](mailto:highways.liaison@milton-keynes.gov.uk)

By post: Highways Liaison Team, Civic Office, 1 Saxon Gate East, Milton Keynes MK9 3EJ.

## **Step 3: Request reviewed**

Once we receive the completed application form and supporting information, the Highways Liaison Team will check all the information. If any documents are missing or incomplete, they will notify the town, community or parish council within 10 working days of receiving the form. If all the information included with the request meets the requirements, it will be logged and passed to the TRO team to start the legal process.

## **Step 4: Statutory consultation**

The formal (legal) consultation period will be carried out by MKCC's Traffic Regulation Order (TRO) Team. This will involve a Public Notice in the local paper and all details of any proposals including any plans to be available to view on the Council's consultation page on the website. There is a minimum length of 21 days for consultation periods on a proposed Traffic Regulation Order.

This stage allows any comments or feedback on the proposals to be made formally and we will also seek the views of the emergency services, transport operators and other relevant bodies like local businesses.

It is also an opportunity for any local residents to make new or additional comments who may have missed the original informal consultation or have recently moved to the area.

## **Step 5: Results considered**

Following a statutory consultation, all feedback received will be reviewed.

There may be some considerations that need to be included in the proposals. If this happens then a further consultation (minimum 21 days) on the changes will take place.

If the proposals are acceptable, the legal Order will be created and ratified. Once the the Traffic Regulation Order (TRO) is permanent, we can arrange for the lines and any signage to be installed. Our Civil Enforcement Officers may then legally enforce any vehicles in breach of the order by issuing a Penalty Charge Notice (PCN).

## **Frequently Asked Questions**

### **How many residents should be included in the petition?**

For double yellow lines in a residential street, we would expect all residents on the affected street plus the adjacent streets to be included in a petition. Ideally the local area should be notified of the petition through the parish newsletter, ward councillors, local social media groups or any other available channels. Notifying as many residents and businesses as possible is important so they are aware of the proposals and can make comments at the informal stage. Many applications have not proceeded due to feedback against the proposals at later stages as they were not aware at the initial stages.

Please note that if the request for double yellow lines has been prompted by inconsiderate parking, a TRO may simply move the problem into nearby streets so these residents may not be in favour. They may also have suggestions to feedback.

### **How soon from a TRO being approved will the lines be painted onto the road?**

For efficiency, we batch our double yellow lining works together so any locations with a permanent TRO will be done within a 6-month period depending on when the TRO was approved. This tends to be in the spring/summer period when weather conditions are better for roadworks.

### **Why do I have to submit requests through the ward councillors or parish council?**

MKCC receives a large number of requests for double yellow lines each year, mostly to help alleviate parking issues in residential streets. Many of these proposals do not advance past the informal consultation stage due to lack of local support.

To reduce the impact on our resources including staff time, we have decided to make the process more efficient by involving the local representatives to ensure that only well-supported applications are sent to us.

Ward councillors and parish councils are excellent sources of information and representation at local level and can help to support or suggest the best options for their own areas. In many cases, the ward councillors or parish council are the first point of contact for residents and businesses on local issues.

### **Is there a limit to the number of applications a parish can submit?**

There is no limit and every application will be reviewed based on the information submitted which will include a petition that should demonstrate community support for the proposals.

### **Once double yellow lines are installed, will enforcement officers visit regularly?**

Civil enforcement officers routinely check all areas where double yellow lines are installed. If a vehicle is in breach of the regulations, they will issue a Fixed Penalty Notice (FPN). If you notice a vehicle parking on the double yellow lines, you can report it to us at [MKParking@milton-keynes.gov.uk](mailto:MKParking@milton-keynes.gov.uk) and we will advise the enforcement officers. Please note, by law we cannot issue FPNs solely based on a picture taken of the offence even if the registration plate is clearly visible.