

ASTPAR1.3.5

Contribute to identifying and making traffic orders for parking provision, control or restriction



Overview

This standard is about contributing to the creation of traffic orders, and includes obtaining and reviewing information to inform the making of traffic orders to address the identified requirements for parking provision, control or restriction.

It includes ensuring that relevant individuals, organisations and authorities are consulted in relation to the creation of traffic orders, handling objections, developing schedules and maintaining lines of communication at all stages.

It is recognised that the traffic order process requires strict adherence to legislation, and requires a depth of understanding regarding the relevant legislation. This is beyond the scope of this standard which addresses the work undertaken by those contributing to the process.

There is one element:

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Target group

This standard is recommended for managers whose responsibilities include contributing to identifying and making traffic orders for parking provision, control or restriction.

This standard has been developed by the British Parking Association.

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Performance criteria

- You must be able to:*
- P1 obtain and review the information necessary to identify requirements for potential new traffic orders to address parking provision, control or restriction
 - P2 ensure that all necessary information has been provided, in line with your organisation's procedures
 - P3 identify where additional information is required, and consult with relevant other parties, where appropriate
 - P4 ensure the validity of the information provided, addressing any gaps in line with your organisation's procedures and agree a statement of reasons for the proposed provision, control or restriction
 - P5 assess the location of the parking provision, control or restriction to determine whether the potential traffic orders can be created, identifying any potential difficulties or risks, in line with your organisation's procedures and statutory requirements
 - P6 prepare a plan for the creation of the traffic orders, including all relevant steps and necessary information, in line with your organisation's procedures
 - P7 check that relevant articles, definitions, prohibitions and schedules are correct, and address correctly any anomalies or errors
 - P8 identify and address correctly circumstances requiring special traffic order situations
 - P9 ensure that all relevant individuals, organisations and authorities are consulted in relation to the new traffic orders within the appropriate timescale, where necessary, and in line with regulations and your organisation's procedures
 - P10 review, where relevant, and evaluate objections where received, making recommendations for action to the relevant people, within the limits of your authority and responsibility
 - P11 confirm the progress of the traffic orders with all relevant individuals, organisations and authorities, and in line with your organisation's procedures
 - P12 prepare site notices and letters for residents and businesses, where relevant, and in line with regulations and/or your organisation's procedures
 - P13 develop a schedule for implementing the traffic order, indicating the activities necessary to mark out parking areas and restrictions
 - P14 agree with relevant individuals, organisations and authorities the notice of making and the operative date for the traffic orders, in line with regulations and your organisation's procedures
 - P15 communicate the details of the traffic orders promptly to the relevant parties, where necessary, and in line with your organisation's procedures

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- P16 monitor, where relevant, responses where there is an objection period relating to the proposed traffic orders, and address correctly any that are received
- P17 maintain accurate and up to date records in line with your organisation's requirements

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Knowledge and understanding

You need to know and understand:

Legislative, regulatory and organisational requirements

- K1 legal, regulatory and organisational requirements relating to the creation of traffic orders for parking provision, control or restriction, and their impact for your area of operations
- K2 statutory and informal consultation processes for making traffic orders, and how to progress these and address responses
- K3 legislation, policies and procedures relating to data protection, health and safety, diversity, and their impact for your area of operations
- K4 the role of your organisation and the parking services it provides
- K5 your organisation's overall strategy relevant to the provision of parking services
- K6 the limits of your authority and responsibility, and the actions to take if these are exceeded

Requirements particular to identifying and creating traffic orders for parking provision, control or restriction

- K7 your organisation's objectives relating to the provision of parking services and the related activities
- K8 types of traffic orders and their applications, and associated timescales for processing these
- K9 the key considerations to take into account when identifying and making traffic orders for parking provision, control or restriction
- K10 the information required to take into account when identifying the need for new traffic orders to address parking provision, control or restriction
- K11 the importance of undertaking a site inspection, and how to do this effectively
- K12 your local area and the factors affecting the creation of traffic orders
- K13 the importance of consulting with relevant individuals, organisations and authorities at all stages during the making of traffic orders, and how to do this effectively
- K14 the relevant individuals, organisations and authorities with whom communication and/or consultation is appropriate and/or necessary
- K15 how to review and evaluate objections received, and methods for doing this
- K16 the importance of preparing site notices and letter for residents, and how to do this effectively
- K17 how to develop a schedule of articles, definitions and prohibitions associated with traffic orders, and how to indicate the activities necessary to mark out parking areas and restrictions, and your organisation's procedures for notifying the relevant authority
- K18 the importance of maintaining accurate and up to date records, and your organisation's procedures for doing this

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Suite Parking Sector

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