

# Double Yellow Line Requests

## Application process

How we receive and process requests for double yellow lines is changing from 1 January 2024. The following flowchart shows how a request will be processed from start to finish.

### Stage 1: Enquiry

Resident/s want double yellow lines installing on a road or footway. They should contact their local parish, community or town council. The town, community or parish council acts as a coordinator to carry out an informal consultation within the local area including a petition to gather support or objection for the proposal.

### Stage 2: Engagement

The local parish, town or community council asks local residents and business about the proposal to install double yellow lines at the location requested by resident/s. This should be in the form of a petition. At this stage the local town, parish or community council can gauge what level of support there is for this proposal.

### Stage 3: Application

The local town, community or parish council collates all the relevant information required to support the application and sends to the Highways Liaison Team who log and check the documents received. If there are any missing items, the team will contact the parish to let them know. If the application fits all the criteria, it will proceed to Stage 4.

### Stage 4: Review

The Traffic and Network team will review the application, carry out any further checks and prepare the Traffic Regulation Order (TRO) documents: the Notice of Proposal, the Proposed Order and the Statement of Reasons.

### Stage 5: Consultation

The TRO is published for public consultation on the Council's website. Depending on the TRO, the Council may also decide to carry out additional communications although this is above the statutory requirements.

### Stage 6: Implementation

If there are no objections the TRO will be 'made'. This is when it becomes legally enforceable and the Council will then arrange for the double yellow lines to be painted on the road or footway and for any necessary signage to be installed.