***TEMPLATE***

Parish. Town or community council details

Reference number/name

Date: dd/mm/yyyy

**Re: Informal consultation for a Traffic Regulation Order (TRO)**

Dear Resident/Business Owner,

We’d like to find out your views, comments, and suggestions on whether we should apply for ‘No Waiting Restrictions’ (double yellow lines) for the following section of road/s in [estate/area]:

1. Name of road section\*

2. Name of road section\*

3. Name of road section\*

*\*Delete as applicable*

The above location/s has/have been suggested following reports to us about [parked vehicles, restricted access/blocked visibility] affecting road safety.

Before any double yellow lines or signage may be placed here, a legal process to produce the Traffic Regulation Order (TRO) to go with them must be completed first. This has more than one stage and could take several months to process but once in place, the restrictions may be legally enforced.

Any restrictions are enforced by the City Council’s Civil Enforcement Officers (CEOs). They will have the authority to issue a Penalty Charge Notice (PCN) to the vehicle owner.

To submit an application, we need to show that there is majority support from the local community before the City Council’s Highways team will consider starting the TRO legal process.

If they do decide to proceed with the proposal, the legal process for a TRO will also include a Statutory Public Consultation stage, so you will be able to comment again or change your views at a later date if you wish.

Please send your comments or register your objections or support at [website] or [alternative contact method].

The deadline for submitting your views is [date/time].

It is important to submit your comments so we can show local support. Without this, the application will be rejected.

Thank you,

[Name/parish details]