

# North Hertfordshire District Council Parking Issues Reporting Pack

## Part 2 – Application Form



Version 1- November 2019



**Parking Issues Reporting Pack**

DRAFT

## Parking Issues Reporting Pack

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### Further Information

Should you require assistance or further information to complete this pack, please contact North Hertfordshire District Council:

Phone:



01462 474000

E-mail:



[transport@north-herts.gov.uk](mailto:transport@north-herts.gov.uk)

Write to:



North Hertfordshire District Council  
PO Box 10613, Nottingham, NG6 6DW



## Parking Issues Reporting Pack

### Section 1 – Completing this reporting pack

Part 1 – User Guide outlines the comprehensive processes that need to be followed.

To assist these processes it is essential that North Hertfordshire District Council gathers as much detailed information as possible. Completing this pack will help us understand the reported issue and, where needed, allow a priority to be given when compared to other requests. It is therefore important to complete each of the following sections in full wherever possible.

The location of the request could be made available for public viewing although the personal details will remain confidential.

Please complete this form using a blue or black ballpoint pen and ensuring that all information provided is legible. Completing the form in CAPITAL letters is preferable where space permits.

**Please feel free to use and attach additional sheets to provide further information to the space provided in each section of this form.**

### Section 2 - Contact details of the person reporting the parking issue

*If this issue is being reported by more than one person, please complete this section for the person who will act as the main contact for any future correspondence, and add the details of any others involved with this report in Section 8.*

*Please note that your name, postal address and at least one contact telephone number or e-mail address is required. Failure to supply this information may prevent the matter being considered further.*

Name:

Postal address:

Postcode:

Daytime telephone:

Evening telephone:

Mobile telephone:

E-mail address:



## Parking Issues Reporting Pack

The information provided in this Parking Issues Reporting Pack will be processed in accordance with the Data Protection Act 2018. The information is held by North Hertfordshire District Council for the purpose of logging requests for new parking controls. Under the Freedom of Information Act / Environmental Information Regulations your personal details will not be passed to any third party without your prior consent.

**Are you reporting this issue in an official capacity e.g. as a Councillor or a Police Officer, or on behalf of an organisation e.g. a Resident Association?**

Yes / No  
(delete as applicable)

If Yes, please state:

### Section 3 - Details of the parking issue being reported

**Location of reported issue:**

*Please write an exact location of where the reported issue occurs e.g. High Street junction with North Road or along a particular section of 'named' road.*

**Town / Village:**



## Parking Issues Reporting Pack

### Description of reported issue:

Please write an exact description of how the parking occurs and what issue this is reported to cause e.g. parking occurs close to the junction which blocks visibility to oncoming traffic.

Please use the following page to provide a sketch to help describe the issue.

Lined area for writing a description and a sketch of the parking issue.

**To the best of your knowledge, are all the roads subject to this report part of the Public Highway (roads that are maintained at public expense?)**

Yes / No / Don't Know  
(delete as applicable) \*

If No, do you know who owns the road(s):

Lined area for providing the name of the road owner(s).

\* - further information on which roads are maintained at public expense (public highway) can be found at:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/highways-roads-and-pavements.aspx>



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**Sketch of the reported parking issue:**

A large, empty rectangular box with a thin black border, intended for a sketch of the reported parking issue. The box is mostly blank, but it contains a large, light gray watermark that reads 'DRAFT' diagonally from the bottom-left towards the top-right.

## Parking Issues Reporting Pack

### How do you classify the reported parking Issue?:

Please tick the category that best suits the reported issue. If you feel more than one category applies, please tick more than one box and then provide an additional score of 1, 2, 3 etc with 1 being the highest concern, 2 the secondary concern, and so on.

Category:	Category applies (please tick ✓)	Where more than one category applies, please mark 1, 2, 3 etc to indicate the order in which you prioritise each category (1 being the highest concern)
Safety <i>e.g. the potential for collision between road users is increased.</i>		
Congestion <i>e.g. normal traffic flows are obstructed.</i>		
School Access <i>e.g. access in and out of school is obstructed.</i>		
Commuter Parking <i>e.g. parking is a result of users of a nearby town centre or railway station.</i>		
Residents Parking <i>e.g. on-street parking needs to be controlled that gives priority for parking to local residents.</i>		
Access <i>e.g. access for delivery vehicles, refuse vehicles and emergency vehicles is blocked or impeded.</i>		
Impact on Existing Zone <i>e.g. where there has been a significant change caused by a change in a nearby land use/activity and the restrictions require review or the zone reaching over capacity.</i>		



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### Section 4 – Timing and frequency of the parking issue being reported

**When does the parking occur, for how long and how often?:**

Days of the week:

Duration	Reported issue occurs (please tick ✓ one box only)	Additional information <i>e.g. parking only occurs on a Saturday when there are football matches on the nearby playing fields.</i>
Everyday	<input type="checkbox"/>	
Monday to Friday only	<input type="checkbox"/>	
Weekends only	<input type="checkbox"/>	
Other <i>e.g. Saturday only.</i>	<input type="checkbox"/>	

Times of the day:

Duration	Reported issue occurs (please tick ✓ one box only)	Additional information <i>e.g. parking only occurs between 9am and 11am on a Saturday when there are football matches on the nearby playing fields.</i>
24 hours a day	<input type="checkbox"/>	
Daytime only <i>e.g. 8am to 6pm.</i>	<input type="checkbox"/>	
Evenings only <i>e.g. 6pm to 10pm.</i>	<input type="checkbox"/>	
Overnight <i>e.g. 8pm to 8am.</i>	<input type="checkbox"/>	
At school times <i>e.g. Monday to Friday around 9am and 3pm.</i>	<input type="checkbox"/>	
Other <i>e.g. only between 9am and 11am on a Saturday.</i>	<input type="checkbox"/>	



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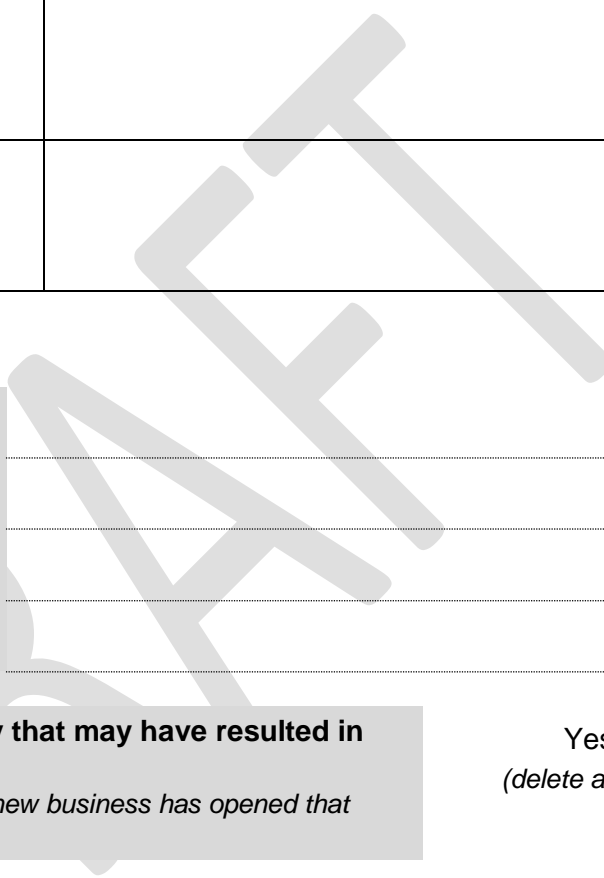
How frequent:

Frequency	Reported issue occurs (please tick ✓ one box only)	Additional information
Constant <i>e.g. it happens all the time.</i>		
Regular <i>e.g. it happens most of the time.</i>		
Varies <i>e.g. there maybe weeks between the issues occurring.</i>		

Additional information:

**How long have you been aware of the issue?**

*If this is 'for as long as I can remember' or 'for as long as we have been living here' then please try to quantify this with an actual timescale e.g. for ten years.*



**Are you aware of a change locally that may have resulted in this parking issue?**

*e.g. a nearby car park has closed or a new business has opened that attracts parking.*

Yes / No  
*(delete as applicable)*

If Yes, please provide details:

**If this is a likely result of a change locally, do you know whether this is a temporary change that may end and return the parking to its previous levels?**

Not applicable / Yes / No... Don't Know  
*(delete as applicable)*

If Yes, please provide details:

## Parking Issues Reporting Pack

### Section 5 - Log of Evidence

To support your request we require a detailed log of evidence to consider the reported issue.

Please use the log below to collate evidence over a period **of at least four weeks**, to log the dates and times the issue occurs, the observed cause and resulting issue.

‘Issue’ – this could include visibility issues between vehicles, or vehicles and pedestrians, parking that obstruct dropped kerbs for pedestrians, driveways or garages, or that hampers deliveries. Could also include the perceived source of the parking issue e.g. school related or commuters.

‘Users affected’ - please highlight the type of road users that are impacted by the reported parking issue. There could be high numbers of children, elderly pedestrians, and cyclists etc that are more vulnerable than others.

An example of how to complete this log is shown in italics at the top of the following table:

NB: When describing issues in the log, please ensure that no individual is specifically named. The location and number of cars at the time of reporting is sufficient.

Date	Time	Description	Issue	Users affected
<i>26/04/2019</i>	<i>8am to 6pm</i>	<i>Parking on the junction. 4 cars on the southern side and 2 cars and a van on the northern side.</i>	<i>Parked vehicles are difficult to pass and you are forced into oncoming traffic. Very hard to see traffic on the main road when trying to exit the junction.</i>	<i>Large vehicles, including emergency service and delivery vehicles.</i>

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Evidence log continued:

Date	Time	Description	Issue	Users affected

## Parking Issues Reporting Pack

Evidence log continued:

Date	Time	Description	Issue	Users affected

### Photographs of the reported parking issue:

Photographs are very useful to help demonstrate a reported parking issue. If photographs are available please supply these with the completed pack electronically (please note that file sizes will need to be kept to a minimum to transfer electronically). Alternatively, photos can be supplied as hard copies (e.g. paper prints).



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### Section 6 – Additional Information

In order to assist your application, please complete the table below detailing how many properties in the area highlighted in your application do and do not have off-street parking.

	Number
Number of properties in street with off-street parking	
Number of properties in street without off-street parking	
Capacity of the street for on street-parking (e.g. number of potential parking spaces)	

Please use the space below to write any further information on the reported parking issue.

A series of horizontal dotted lines provided for writing additional information.



## Parking Issues Reporting Pack

### Section 7 - Suggested solution to the reported parking issue

Before suggesting a possible solution, please provide the following information:

**Have you tried to address this issue before with other authorities?**  
*e.g. have you contacted the Police regarding obstructions.*

Yes / No  
*(delete as applicable)*

If Yes, what was the outcome:  
*e.g. has enforcement been attempted and the issue has re-occurred.*

.....  
.....  
.....

**Have you raised this issue before with North Hertfordshire District Council?**

Yes / No  
*(delete as applicable)*

If Yes, what was the outcome:  
*e.g. was the request rejected or only partially addressed.*

.....  
.....  
.....

**Will this solution likely to have further impact on adjacent/other roads/routes?**

Yes / No  
*(delete as applicable)*

If Yes, please provide further information:  
*e.g. if a Controlled Parking Zone is proposed, what other roads in the immediate vicinity would be affected by the displacement of vehicles?*

.....  
.....  
.....

The information provided in Part 1 – User Guide outlines the typical parking controls that could be applied to place controls on where and when vehicles can wait (park), stop or load / unload, to address the issue reported. If you have your own suggestions on how this issue could be addressed, please write your suggestion(s) below and include a sketch to help describe your idea(s).

Please note that should this request be considered, an independent assessment will be carried out by North Hertfordshire District Council and if considered necessary in consultation with Hertfordshire County Council as the Highway Authority and the Police -any suggestion(s) made below will be fully considered although any resulting measures promoted may vary:



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**Suggested solution:**

*e.g. single yellow lines are needed to restrict parking during the day for a certain period or/and a resident parking permit scheme is required, or double yellow lines are needed to prevent parking 'at any time' at the junction.*

.....

.....

.....

.....

.....





**Parking Issues Reporting Pack**

**Sketch of the suggested solution:**

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a suggested solution to a parking issue.



## Parking Issues Reporting Pack

### Section 8 - Details of others that support this request

Those listed below support this request and agree with the suggested solution (where applicable) –

**Notes:**

- 1. You must attempt to seek support from all properties fronting where the proposed parking solution is suggested, plus a minimum of five properties beyond in any direction.**
- 2. The completed pack cannot be returned until you have at least 80% of the consulted properties indicating their support (at least one indication per property).**
- 3. Addresses shown that are not directly at the location of the proposal must be accompanied by an explanation of how their support is relevant to the issue.**

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*If you consent to your personal information and comments being made public, should we receive a request under the Freedom of Information Act / Environmental Information Regulations for copies of the information, please indicate below.*

Name	Address	Signature	If applicable, I support the suggested solution included in Section 7 (please tick below)	I consent to my personal information and comments being made public (please tick below).



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Name	Address	Signature	If applicable, I support the suggested solution included in Section 7 (please tick below)	I consent to my personal information and comments being made public (please tick below).



### Parking Issues Reporting Pack

Name	Address	Signature	If applicable, I support the suggested solution included in Section 7 (please tick below)	I consent to my personal information and comments being made public (please tick below).



## Parking Issues Reporting Pack

**Are you aware of others who may oppose any course of action?**

Yes / No / Don't Know  
(delete as applicable)

If Yes, please indicate the level of opposition expected:

.....  
.....  
.....  
.....

### Section 9 - Endorsements

Before returning this completed pack you **must** contact the relevant District Councillor and Town / Parish Council to seek their initial feedback on the reported issue.

Contact details can be obtained at the following links on our website:

<https://democracy.north-herts.gov.uk/mgMemberIndex.aspx?bcr=1>

<https://www.north-herts.gov.uk/home/council-and-democracy/councillors/your-councillors>

#### **Councillor Feedback:**

**Name of Councillor:**

.....

**Feedback:**

.....  
.....  
.....

**Date:**

.....

#### **Town / Parish Council Feedback:**

**Person contacted:**

.....

**Feedback:**

.....  
.....  
.....

**Date:**

.....



## Parking Issues Reporting Pack

### Section 10 - Declaration

The information contained in this Parking Issues Reporting Pack is true to the best of my knowledge and belief:

**Name (print):** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please ensure that the pack is completed in full and contains as much detail as possible. Please check that all information is legible before it is returned, with all attachments and supporting information, to:

**North Hertfordshire District Council**

**PO Box 10613**

**Nottingham**

**NG6 6DW**

Or if completed electronically or in a scanned format, to [transport@north-herts.gov.uk](mailto:transport@north-herts.gov.uk)

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*North Hertfordshire District Council Use Only*

*Date Parking Issues Reporting Pack received:* \_\_\_\_\_

*Electoral Division where issue relates:* \_\_\_\_\_