

**DRAFT**

**PROCEDURE FOR THE MAKING OF  
OXFORD CITY COUNCIL (OFF-STREET PARKING PLACES) ORDERS 2024**

- Powers to make an order are provided in the Road Traffic Regulations Act 1984.
- Procedures for doing so are specified there and in the Local Authorities' Traffic Orders (Procedure)(England and Wales) Regulations 1996.
- The signs relating to an order must conform to the Traffic Signs Regulations & General Directions 2002.

**NB: Not for general circulation or amendment **DRAFT** for consideration**

	<b>Action</b>	<b>Date</b>	<b>Done</b>
1	Consult Highway Authority, Police and any other body required by regulations		
2	Preliminary consultation with affected organisations, individuals and stakeholders and relevant Members		
3	<b>REPORT TO CABINET</b> by Head of Corporate Property  Seek approval of Cabinet for proposal and delegating authority to Head of Corporate Property (subject to consultation with relevant Cabinet members) to publish Notice of Proposal, conduct public consultation, collate and consider all responses, respond to objectors, modify the proposal if necessary and approve the Notice of Making and Making of the Orders.		
4	Apply for Planning Permission where required		
5	Drafting of Notice of Proposal		
6	Advertise Notice of Proposal (need not be the full draft orders) and effects in local newspaper at least once		
7	Display Notice of Proposal on land affected		
8	Send Notice of Proposal to Highways Authority		
9	Send Notice of Proposal to local businesses affected		
10	Make relevant documents available for inspection and on website MUST include full draft orders		
11	<b>CONSULTATION</b> <b>21 CLEAR DAYS MUST BE ALLOWED FOR OBJECTIONS AND REPRESENTATIONS TO BE MADE.</b> 21 days runs from date of advert or display on land etc whichever is the latest		
12	Objections and representations to be collated, summarised and considered by Head of Corporate Property. Consider modification to proposal depending on objections. If substantial modification proposed then re consult.		
13	Decision by Head of Corporate Property under delegated authority from Cabinet to approve Making of Orders. Decision to include summary of objections, amendments made to proposal and confirmation of consultation with Cabinet members and approval to Making of Orders.		
14	Drafting of Notices of Making.		

15	Send Notices of Making, including commencement date to Highways Authority, Police and interested business, parties and stakeholders		
16	Individual objectors MUST be notified individually. Prepare letters of response to ALL objectors, stating reasons for going ahead with the scheme and/or prepare letters for reasons for not going ahead with elements of scheme. MUST be within 14 days of making of the orders		
17	Notify objectors of reasons for making order in spite of outstanding objections / or reasons for rejecting elements of order. MUST be within 14 days of making of the orders		
18	Make documents available for inspection and on website from day of commencement		
19	Advertise Notice of Making order as per 6-10 above Include operative commencement date of Orders		
20	Sealing of full orders Corp Property to provide all necessary delegated decisions, authorisations, minutes and record of consultation with relevant Cabinet Members and their approval Commencement date inserted		
21	Erect signs and notices and payment machines etc at car parks where necessary due to changes		
22	Commencement date		
23	Legal challenge can be made within 6 months of commencement to the High Court – possible grounds being that the Order is not within the relevant powers or procedural elements have not been complied with.		