

**TITLE/LOCATION:**

**REF NUMBER:**

**DESCRIPTION OF ROAD TRAFFIC ORDER:**

**APPROVED BY: .....**

**designation:**

(tick)

**1. DRAFT PROPOSALS/PLAN PREPARED:**

☐ **Date/initial:**

**2. DISCUSS AT WARD BUSINESS MEETING:**

☐ **Date/initial:**

**3. DRAFT PASSED TO LEGAL FOR CHECK:**

☐ **Date/initial:**

**4. LEGAL APPROVAL RECEIVED:**

☐ **Date/initial:**

**5. PROPOSALS SENT TO STAT CONSULTEES:**

☐ **Date/initial:**

**6. SUBMIT TO WARD FORUM (IF REQUIRED):**

☐ **Date/initial:**

**7. ARE PROPOSALS AMMENDED AFTER CONSULTATION/ COMMENTS?**

☐ **YES: INFORM CONSULTEES**

☐ **NO: INFORM CONSULTEES**

**8. INSTRUCT LEGAL TO ADVERTISE DRAFT ORDER**

☐ **Date:**

**9. DEPOSIT DRAFT ORDER AT SERVICE POINTS IN RELEVANT AREA**

☐ **Date:**

**10. ORDER ADVERTISED WITH 21 DAY OR 28 DAY OBJECTION PERIOD LAST DATE**

☐ **Date:**

**Last Date for objections:**

**11. OBJECTIONS RECEIVED BY LEGAL ?**

**12. NO**

☐ **NO OBJECTIONS- AGREE OPERATIONAL DATE WITH LEGAL AND ISSUE WORK INSTRUCTION**

**AGREED OPERATIONAL DATE:**

**WORK INSTRUCTION      DATE:**

**12. YES: ATTEMPT TO RESOLVE OBJECTIONS IF SUCCESSFUL INFORM LEGAL AND RETURN TO STEP 11 ABOVE.**

☐ **YES- OBJECTIONS RECEIVED: DETAIL**

**13. OBJECTIONS UPHELD/UNRESOLVED?**

☐ **YES, REPORT SUBMITTED TO TECS COMMITTEE DATE:**

**14. ORDER APPROVED AT TECS COMMITTEE?**

☐ **YES= RETURN TO STEP 12.**

☐ **NO,= RETURN TO STEP 1**

**(OR ABANDON PROPOSAL)**

**SIGNED**

**DESIGNATION**

**DATE**