



Executive
23 June 2010

**Report from the Director of
Environment and Culture**

Wards Affected:
ALL

**Enforcement of Moving Traffic and Parking Contraventions
by means of CCTV cameras**

1.0 SUMMARY

1.1 This report provides the Executive with an update following approval in principle on 16th March 2009 for officers to arrange the transfer of powers to the Council for the enforcement of moving traffic contraventions (MTCs), as listed in Appendix A.

2.0 RECOMMENDATIONS

2.1 That the Executive agree that a resolution is placed before Full Council seeking approval for the transfer of powers to the Council from the Metropolitan Police to enforce moving traffic contraventions, as is required by the London Local Authorities and Transport for London Act 2003. It is recommended that the Executive agree that 1 January 2011 is the date from which the Borough will take on these powers.

2.2 That the Executive delegates power to officers to carry out all necessary steps to enable the Borough Council to begin enforcement on 01 January 2011 in accordance with the Code of Practice for operation of CCTV enforcement cameras in the London Borough of Brent.

2.3 That the Executive agrees that the full set-up costs of introducing the CCTV enforcement of MTCs (£1,104,000) are funded through prudential borrowing (See 8.2), the costs of which will be met from income generated by the scheme.

2.4 That the Executive agrees that the scheme is monitored from the appointed start date and that a review is carried out following six and twelve months of operation.

2.5 That the Executive authorises the Head of Transportation to enter into such agreements or arrangements as he sees fit for the enforcement of MTCs referred to in Appendix A which occur on those parts of boundary roads which fall within the areas of neighbouring boroughs.

3.0 BACKGROUND

- 3.1 The London Local Authorities and Transport for London Act 2003 (LLA & TfL Act 2003) gives the power to a local authority to take on the civil enforcement of certain MTCs by decriminalising the offences. This in effect allows the transfer of the enforcement responsibility from the Police to the traffic authority for certain offences. These contraventions relate to traffic controls in the Highway Code which help reduce congestion and improve road safety.
- 3.2 On 6th February 2009 the Metropolitan Police told its officers that they should no longer take action against motorists following “minor errors of judgment”, although they could still intervene if the motorist’s driving was so poor that it put other road users at risk. This, in effect, means there is now little or no proactive enforcement in Brent for moving traffic contraventions by the Police, making it more important, on safety grounds, for the Council to adopt these powers.
- 3.3 A full list of the moving traffic contraventions that can be decriminalised is attached as Appendix A. Further detail regarding the design of yellow box junctions is attached as Appendix E.
- 3.4 During 2004/5 successful pilots of the powers were undertaken by seven London Authorities. On 21st July 2005 the ALG (London Councils) agreed that the pilots were completed and all the remaining London Authorities were now permitted to apply to London Councils Transport and Environment Committee for approval to take up the powers. Since that time, 22 London Authorities have had their applications to commence enforcement approved.
- 3.5 The Director of Environment and Culture presented a report detailing the plans to begin CCTV enforcement of MTCs and parking offences at the Executive meeting of 16th March 2009. At this meeting, the following items were resolved:
- (i) that agreement in principle be given for officers to arrange the transfer of the enforcement of moving traffic offences, as listed in Appendix A of the report from the Director of Environment and Culture, from the police to the Council;
 - (ii) that approval is given to the proposals for the enforcement of moving traffic and parking contraventions by the use of CCTV cameras;
 - (iii) that officers carry out the necessary surveys and reviews before an application can be made to London Councils for approval to take on enforcement powers;
 - (iv) that officers set up the procedures necessary to enforce moving traffic and parking contraventions in accordance with the Code of Practice set out in Appendix B of the Director’s report;
 - (v) that approval be given to the proposal to change the council’s CCTV enforcement from the current analogue video (which requires replacement), to digital technology;
 - (vi) that a report indicating the junctions recommended for monitoring be submitted to the Executive or the Highways Committee as appropriate, prior to its presentation to Full Council for approval.

4.0 PROGRESS UPDATE

4.1 In order to obtain approval from London Councils, officers have undertaken or are undertaking the following key steps:

- Liaison with the Police over the transfer of powers
- Production of full inventory of all locations in the Borough where contraventions could take place
- A review of the prohibitions and restrictions to ensure they are appropriate and necessary. This includes a detailed review by specialist consultants of all yellow box junctions which are to be enforced, to ensure they meet legal requirements and are fair to motorists. The results so far received from the consultants will lead to a reduction in size of the majority of yellow box junctions that are to be enforced.
- A review of signs and road markings to make sure they are in good condition and comply with the Traffic regulations and General Directions 2002
- Identification of an enforcement regime and capability, and the necessary steps to ensure it is in place in time for the recommended start date
- Determination of the Council's enforcement priorities. (Please see section 5.0 for further details)
- Officers have met with Camden and agreed in principle that Brent will be responsible for MTC enforcement along the A5 boundary, and that this Council will receive the income from penalty notices. Such agreements with other adjoining local authorities will be negotiated as and when necessary. Brent Council's Legal team is supporting the MTCs team to put formal agreements in place.
- Planning of a local publicity and awareness campaign, which will include advertisements in local newspapers, information on the Council website and communication with local schools.

4.2 Furthermore, officers have planned the digitalisation of the Council's CCTV system, as was approved by the Executive on 16th March 2009. We are also collaborating with Ealing Council to apply for funding from Capital Ambition to help support digitalisation. This is in the early stages but the CCTV team is hopeful that some funding could be secured, which would reduce set-up costs incurred by the Council.

5.0 INITIAL ENFORCEMENT LOCATIONS

- 5.1 In line with guidance from London Councils, officers have determined the Council's enforcement priorities, identifying a number of sites in the Borough as high priority.
- 5.2 Yellow box junctions on the Strategic Route Network, school keep clear markings, banned turns and prescribed routes locations have been identified as high priority sites through the study of accident trends, congestion levels and complaints received from local schools and/or residents.
- 5.3 A full list of initial sites to be enforced is attached as Appendix C.
- 5.4 The sites will be enforced by a combination of fixed (11) and deployable cameras (8), plus two fully fitted mobile enforcement vehicles.
- 5.5 Officers are undertaking a full review and upgrade of these sites to ensure that all relevant traffic orders, signs, road hatchings and lines meet legal requirements. The review and upgrades will be completed before enforcement is scheduled to begin.

6.0 BENEFITS

- 6.1 Once the Council has obtained the power to enforce MTCs, it can begin to issue fines to motorists who disobey traffic regulations and who therefore pose a threat to the safety of pedestrians, cyclists and other motorists. Illegal u-turns, banned left or right turns and driving in the wrong direction in a one-way street are all examples of dangerous, irresponsible driving. The penalisation of drivers who commit these types of offences, especially as they become familiar with fixed cameras sites and become aware that Brent Council is actively challenging irresponsible driving, will act as a deterrent and, as such, will lead to greater compliance. It has been the experience of other London Boroughs already enforcing MTCs that significant improvement in levels of compliance following enforcement.
- 6.2 Enforcing other types of contraventions, such as those taking place in yellow box junctions, have further benefits in that they are expected to improve the smooth flow of traffic and reduce congestion, which should also have the benefit of reducing pollution and improving air quality. This supports the Council's broader objectives of efficient road network management and reducing carbon emissions, as it works towards a greener Borough for residents and visitors to Brent.
- 6.3 By enforcing school keep clears, the Council will be able to actively respond to requests from schools for greater compliance (of which many have already been received). Fewer cases of illegal stopping or parking on school keep clears will improve visibility around school entrances and/or crossings. It is expected that enforcement, in conjunction with a number of other road safety initiatives throughout the Borough, will make a positive contribution to road safety for children around schools.
- 6.4 In short, it is expected that the enforcement of MTCs will improve safety and traffic flow across the Borough, which will help to improve the road environment for those who live, work and travel through Brent. Given the lack of police resource to enforce MTCs, Officers believe that the Council has a duty to its residents and visitors to take over the powers from the police and begin active enforcement. This has already happened in over 20 other London Boroughs.
- 6.5 A key benefit of using CCTV for enforcement of parking restrictions is that it will take any potential confrontation out of enforcing certain prohibitions. A static camera or camera

vehicle at such locations ensures greater compliance as a vehicle cannot just be driven away until the Civil Enforcement Officer (CEO) has passed on. As a result, more parking greater compliance is expected to be achieved. It has the advantage of being able to continuously monitor a particular location without the need for the physical presence of a CEO.

- 6.6 There are other potential benefits of investment in the CCTV network and mobile enforcement vehicles. For example, officers envisage that can be used by other teams within the Council (such as Community Safety), subject to internal agreements.

7.0 METHOD OF ENFORCEMENT

- 7.1 All enforcement will be undertaken in line with the Code of Practice for Operation of CCTV Enforcement Cameras as published by London Councils as detailed in Appendix B.

- 7.2 All staff undertaking enforcement of parking and traffic regulations using CCTV will have successfully completed a training course as required by London Councils and will have been briefed on the areas being enforced in the Borough, including any location-specific special considerations.

- 7.3 Officers are aware that enforcement could be viewed as unfair or unreasonable by motorists. Officers have planned a number of measures to ensure that this is not the case, and that enforcement practices are fair towards motorists. Officers will also ensure transparency of information available. Steps to be taken include the following:

- Relevant camera enforcement signs will be displayed in areas where the system operates to advising that CCTV camera enforcement is taking place in the area.
- Officers will conduct a publicity campaign prior to the commencement of enforcement, including advertisements in local newspapers and liaison with schools to be affected.
- Enforcement outside schools will only take place with the approval of the school and after confirmation that parents & carers have been informed.
- There will be detailed, clear information available on the Council's website on what constitutes a contravention, how to appeal and other areas deemed relevant
- Thanks to digitalisation, motorists will be able to clearly, quickly and easily view their contraventions online and so will clearly know when they have breached traffic regulations.
- Protocols will be written for officers carrying out enforcement. These protocols will take into account any special circumstances around particular sites which mean that PCNs should not be issued. Officers will also be trained not to issue PCNs for very minor transgressions (such as a small proportion of a wheel entering a yellow box). It is in the Council's interest only to issue PCNs when a clear, breach of the law has taken place and a definite contravention has occurred. Dealing with appeals is a costly waste of officer time and is to be avoided, to the benefit of both the Council and to motorists who have not actually acted irresponsibly.
- For the first two weeks of the scheme which is programmed to commence in January 2011, warning notices rather than penalty charges will be issued to give motorists some time to adjust to the changes.

8.0 FINANCIAL IMPLICATIONS

- 8.1 The report of March 16th 2009 gave details of the £1,104,000 initial set-up costs of the scheme. This budget included allocations for the following areas: CCTV cameras, equipment, vehicles, project support, signs, surveys, lines and road marking.

- 8.2 In that report, it was stated that £964,000 of the total projected set-up costs were to be met by prudential borrowing and repaid over five years at £230k per annum to be met from additional revenue generated. The remaining £140,000 was due to come from the income generated by the scheme in the financial year 2009-10. However, due to a delay to the project, no income was generated in the year 2009-10. Therefore, officers now recommend that the full set-up costs (£1,104,000) are funded from prudential borrowing. The debt charges arising from this investment would be £255k per annum over 5 years which it is forecast can be met from revenue generated.
- 8.3 It was originally envisaged that there would be 12 fixed cameras, 8 deployable cameras and two mobile enforcement vehicles. In order to ensure that the set-up costs do not exceed the agreed budget, officers now recommend that one less fixed camera is purchased during the initial phase of the scheme. The final camera will be installed providing if contingency sums are not utilised and sufficient funding remains.
- 8.4 In the financial year 2009/10 capital scheme costs of around £70,000 arose associated with the initial set-up of the scheme. Debt charges arising on this amount would be limited to an interest liability only, of approximately £3,500, which will fall in this financial year (2010/11) and be met from income generated. Once operation commences in 2010/11, it is envisaged that the operational costs of the scheme will be paid for by the income generated by penalty charges.
- 8.5 Officers have recently conducted further research into the experience of other London Boroughs enforcing MTCs to consider the level of charges and the effect of the economic downturn. Eight Boroughs were contacted during the research period. Officers conducted detailed case studies of two London Boroughs. The main points of these are listed in Appendix D.
- 8.6 It is important to note the following points when interpreting the data:
- The data gathered from other Boroughs was not comprehensive and it would therefore be unwise to draw solid conclusions from it
 - Each Borough has its own reporting methods and criteria. It was therefore not possible to draw direct comparisons between them
 - The Boroughs detailed in the case studies have larger, more established CCTV networks and therefore Brent cannot expect to receive comparable levels of income in the near future. (N.B. Brent currently will have only 14 CCTV cameras being used for enforcement, and 4 CCTV monitoring staff)
- 8.7 However, from the data gathered it can be inferred that there is, unsurprisingly, a strong positive correlation between number of cameras in operation, number of CCTV staff and number of PCNs issued.
- 8.8 Officers have also commissioned case studies of some of the high priority yellow box junctions in Brent. The results of these surveys, which are due in the near future, will determine the level of contraventions.
- 8.9 Fixed cameras will only be installed where the case studies indicate current high levels of contravention and where there is a continual need for enforcement to reduce the risks of irresponsible or illegal driving. Other sites will be enforced using deployable cameras and mobile enforcement vehicles, allowing periodic enforcement to be carried out when high levels of contraventions are taking place.

- 8.10 Officers are of the opinion that the financial projections outlined in the previous report are achievable and the project costs will be recovered within the five year repayment period.
- 8.11 It is recommended that the scheme is monitored from the appointed start date and that a review is carried out following six and twelve months of operation. These reviews will then provide officers with detailed information about the levels of compliance achieved and the financial implications of the scheme.
- 8.12 Performance of the parking enforcement contractor APCOA will also be closely monitored to determine the outputs compared with benchmark information received from other Authorities and for adopting best practice. This will include a review of the level of the recovery of charges levied.
- 8.13 It is recommended that a proportion of any surplus is reinvested into the scheme so that operations can be expanded to enforce further sites, therefore extending the expected benefits to other areas of the Borough. Future sites will be identified through future surveys to determine the levels of contraventions and accident data and these will be prioritised through the preparation of site-specific business cases.
- 8.14 It is recommended that if income forecasts are exceeded, that a proportion is allocated to early repayment to reduce the liability in future years when levels of income are reduced.

9.0 STAFFING IMPLICATIONS

- 9.1 The introduction of the new enforcement approach will lead to an estimated one additional member of staff being employed within the Parking Enforcement section of StreetCare to process the CCTV enforced cases. The current Parking Enforcement Contractor will need to employ (or reallocate) an estimated four additional members of staff both in the CCTV control room and in specialist vehicles to monitor and detect contraventions.

10.0 DIVERSITY IMPLICATIONS

- 10.1 Officers have screened this report and do not believe that there are any diversity implications.

11.0 ENVIRONMENTAL IMPLICATIONS

- 11.1 It is expected that there will be a reduction of traffic congestion and consequently, emission levels, which should result in improved traffic flow and a cleaner and healthier environment. There will also be a safer and better managed public environment leading to reduced road casualties.
- 11.2 Improvements in road safety and the reduction of traffic congestion will also help promote the use of sustainable transport modes by improving bus journey times and increasing the road confidence of cyclists.
- 11.3 The expansion of the CCTV network and the use of mobile enforcement vehicles on community safety initiatives will benefit the community.

12.0 LEGAL IMPLICATIONS

- 12.1 The London Local Authorities and Transport for London Act 2003 introduced provisions for the civil enforcement of certain moving vehicle contraventions (set out in Appendix A) by decriminalising the offences, thereby transferring the enforcement responsibility from the

Police to the Council. The whole of the Metropolitan Police Area has been designated a civil enforcement area. The Police will no longer enforce the contraventions set out in Appendix A.

- 12.2 The London Councils Transport and Environment Committee is responsible for regulating the scheme in London and its approval is required to commence MTC enforcement. It also administers the Code of Practice, which sets out the operational procedures that must be adhered to by any Borough included in the scheme.
- 12.3 A formal resolution now needs to be taken to make legal the transfer of powers. The necessary preliminary work has now been carried out by officers, with a view to commencing on or shortly after 1 January 2011.
- 12.4 Once this formality and the other necessary steps have been carried out, an application can be made to London Councils for approval. In granting approval the Transport and Environment Committee will need to be satisfied that the London Borough of Brent has carried out all the required steps.
- 12.5 It is intended that Brent will carry out enforcement on boundary roads within neighbouring Boroughs. It will be necessary for neighbouring boroughs to formally resolve that the enforcement to the parts of the boundary roads which fall within their areas will be exercised by Brent. They have the power to make such arrangements under the local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000. The Executive is accordingly asked to authorise officers to enter into the necessary agreements/arrangements with neighbouring boroughs as necessary.

13.0 FURTHER INFORMATION

Details of Documents:

- Action plan






Any person wishing to inspect the above papers should contact Sandor Fazekas or Tim Jackson, Transportation Service Unit, Brent House, 349-357 High Road, Wembley, Middlesex, HA9 6BZ

Telephone: 020 8937 5113 / 5151



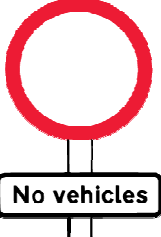



Richard Saunders
Director of Environment & Culture



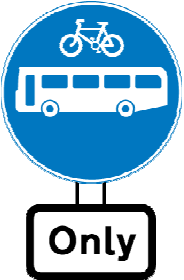
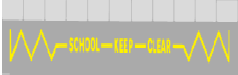
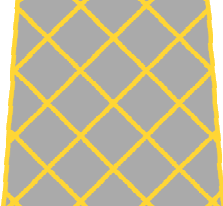
APPENDIX A

Schedule of Road Traffic Offences that are to be decriminalised as part of the London Local Authorities and Transport for London Act 2003

Description of traffic sign	Diagram number ¹	Sign
Vehicular traffic must proceed in the direction indicated by the arrow	606	
Vehicular traffic must turn ahead in the direction indicated by the arrow.	609	
Vehicular traffic must comply with the requirements prescribed in regulation 15.	610	
No right turn for vehicular traffic	612	
No left turn for vehicular traffic	613	(reverse of above)
No U turns for vehicular traffic	614	

¹ Diagram number for traffic sign in the Traffic Signs and General Directions 2002 (S.I. 2002 No. 3113)

Priority must be given to vehicles from the opposite direction	615, 615.1	
No entry for vehicular traffic N.B. There is a condition attached to this sign which effectively means that it can only be included in this schedule where there is a traffic order to support its use.	616	
All Vehicles prohibited except non – mechanically propelled vehicles being pushed by pedestrians	617	
Entry to pedestrian zone restricted (Alternative types)	618.2	
Entry to and waiting in pedestrian zone restricted (Alternative types)	618.3	
Entry to and waiting in pedestrian zone restricted (Variable message sign)	618.3	
Motor vehicles prohibited	619	
Motor vehicles except solo motorcycles prohibited	619.1	
Solo motorcycles prohibited	619.2	

Goods vehicles exceeding the maximum gross weight indicated on the goods vehicle symbol prohibited	622.1A	
One way traffic	652	
Route for use by buses and pedal cycles only	953	
Part of the Carriageway outside a school entrance where vehicles should not stop.	1027.1	
Marking Conveying the requirements prescribed in regulation 29(2) and Part II of Schedule 19 of the Traffic Signs Regulations and General Directions 2002	1043,1044	

APPENDIX B

Code of Practice for Operation of CCTV
Enforcement Cameras in the
[Enforcement Authority]

Version 3.3 – December 2009

CONTENTS

Title	Page
1. INTRODUCTION	1
1.1 Background	1
1.2 Commitment and Responsibility	1
1.3 Code of Practice	1
2. THE OPERATION OF CCTV ENFORCEMENT CAMERAS	3
2.1 CCTV Camera Surveillance	3
2.2 The Legal Framework	3
2.3 Enforcement of Traffic Regulations by CCTV	4
2.4 Operation of the System	6
2.5 Retention and Use of Evidence	7
2.6 Guidelines for Appeals	9
2.7 Security of Operations	11
2.8 Procedures Manual	11
2.9 Operating Personnel	11
APPENDICES	
1. Particulars of Operating Authority	13
2. Example CCTV Control Room Log Sheet	14
3. Example CCTV Enforcement Log	15
4. Sample Authorised Officer Witness Statement (Parking Contraventions)	16
5. Sample Authorised Officer Witness Statement (Bus Lane Contraventions)	17
6. Sample Authorised Officer Witness Statement (Moving Traffic Contraventions)	18
7. Right to Request the Attendance at Appeal of the Person Signing the Authorised Officer Witness Statement (Bus Lane Appeals)	19
8. Glossary of Terms	20
9. London Councils TEC approved training courses for CCTV operators	22

INTRODUCTION

1.1 Background

1.1.1 Since 1999 the London Boroughs and Transport for London have been using CCTV cameras to enforce traffic regulations. The introduction of enforcement of traffic regulations by CCTV cameras is one part of a wide-ranging programme of measures to improve the reliability and punctuality of public transport, reduce congestion and pollution. The aim of most traffic management measures, such as bus lanes and parking regulations is to give priority to certain groups of road users by excluding others during prescribed hours. The introduction of CCTV monitoring of traffic regulations is intended to reduce the level of contraventions and so reduce delays on the highway network.

1.1.2 An essential and integral part of any CCTV system is a Code of Practice, which sets out the objectives of the system and the rules by which it will be operated. This Code of Practice ensures that issues such as privacy, integrity and fairness are properly dealt with. It sets a minimum standard which must be adhered to by all those authorities in London enforcing traffic regulations using CCTV cameras to ensure public confidence in the scheme.

1.1.3 This Code of Practice is designed to operate within the framework of the relevant pieces of legislation and to complement the Statutory and Operational Guidance produced by the Department for Transport. If there are any contradictions between this document and the relevant legislation or guidance documents then those should take precedence.

1.2 Commitment and Responsibility

1.2.1 The London Councils Transport & Environment Committee supports this Code of Practice and the CCTV monitoring scheme, which it regulates. Permission to operate the scheme will be granted only to London local authorities, which commit to and take responsibility for its fair, legal and widespread implementation and its maintenance, review and improvement as appropriate within this Code of Practice.

1.2.2 Within this overall framework for London individual local authorities will operate separate monitoring schemes in conjunction with the local police and other partners. The addresses of the authorities responsible for operating these particular schemes are given in Appendix 1 paragraph 1.

1.2.3 All data shall be processed fairly and lawfully and the operators of the system will ensure that appropriate security measures shall be taken against unauthorised access to, alteration, disclosure or destruction of, personal data and against accidental loss or destruction of personal data.

1.3 *Code of Practice*

Key Purpose of Code

1.3.1 This Code of Practice applies to the use of the CCTV systems for the purposes of enforcing parking and traffic regulations only.

- 1.3.2 This Code of Practice has been drawn up to ensure that the use of CCTV to monitor traffic is consistent throughout London and in accordance with current best practice. The Code ensures that issues such as privacy and integrity are properly respected. CCTV in public places must be operated with regard to the advice and guidelines issued by the Home Office, Police Scientific Development Branch, Local Government Association, Office of Data Protection Registrar, the Local Government Information Unit the CCTV User Group and London Councils Traffic Camera Enforcement Group.

Availability of the Code to the Public

- 1.3.3 Copies of this Code of Practice are publicly available in accordance with the Local Government (Access to Information) Act 1985. The Code can be inspected at many addresses throughout London – the most local are given at Appendix 1 paragraph 2.

Monitoring and Review of Code

- 1.3.4 The operation of this Code will be regularly reviewed by each of the London local authorities operating CCTV monitoring. Authorities are required to report on CCTV operations as part of the annual report produced under the Traffic Management Act 2004. These reports will be made available for public inspection at the address given in Appendix 1 paragraph 3.
- 1.3.5 The London Councils Transport & Environment Committee will also monitor the scheme in respect of its wider operation across London.

Changes to Code

- 1.3.6 It is intended that this Code will be amended as necessary to ensure that it continues to reflect current best practices. Changes to the Code will be classified as minor and major.
- 1.3.7 Minor changes are those that only affect the operation of the scheme locally and may only be made after the agreement of senior representatives of all parties concerned in the operation of the local scheme. Examples of minor changes are amending nominated officers or areas of application. Minor changes do not need to be reported to London Councils.
- 1.3.8 Major changes are those that affect more than one authority and usually involve a change in overall London policy. Major changes may only be made with the authority of the London Councils Environment & Transport Committee.

Detailed Objectives of Code

- 1.3.9 The Code of Practice has been designed to meet the following detailed objectives: -
- To satisfy the community that the camera enforcement system is being operated competently and honestly by its operators.
 - To reassure the community over the privacy of private areas and domestic buildings.
 - To ensure that operating staff are aware of and follow the correct procedures in the case of an 'incident'.
 - To use cameras as a deterrent and improve driver compliance with traffic regulations.
 - To facilitate the detection and prosecution of offenders in relation to non-compliance with existing regulations.
 - To assist with achieving the key objectives of other town centre CCTV schemes operated by the local authority.

Queries and Complaints about Code

- 1.3.10 Queries and complaints about this Code or its general operation should be sent to the address given in Appendix 1, Paragraph 4.
- 1.3.11 Queries or appeals against any specific Penalty Charge Notice (PCN) shall be made to the address shown on that PCN. Further details appear in paragraph 2.4.8.

2. THE OPERATION OF CCTV ENFORCEMENT CAMERAS

2.1 CCTV Camera Surveillance

2.1.1 Closed Circuit Television (CCTV) cameras operated by local authorities in public places are used for a wide variety of purposes including the prevention and detection of crime, protection of public and private property, town centre management, traffic monitoring and the enforcement of traffic regulations. A single CCTV camera may be used for a number of these purposes at different times of the day.

2.1.2 The CCTV cameras operated by a local authority may be owned or leased by that authority or by Transport for London. The police may also have access to some of the CCTV cameras owned and/or operated by the local authority and Transport for London. Each authority may use the cameras for any of the purposes specified in paragraph 2.1.1.

2.1.3 The cameras used for the enforcement of traffic regulations may be used for more general street surveillance when traffic restrictions are not in operation by the Police, TfL or by CCTV systems operated by other Departments of the local authority.

2.1.4 This Code of Practice specifically relates to the use of CCTV cameras when they are being used to enforce traffic regulations. It is supplemented by a procedural manual containing specific instructions on the use of the camera and recording equipment and control room procedures. Separate Codes of Practice exist covering the other purposes for which CCTV cameras are used.

2.1.5 Mobile, transportable and handheld cameras may be used within an area for the purposes of the enforcement of traffic regulations. The use of such cameras will be governed by this Code of Practice and any procedures ancillary to it.

2.2 The Legal Framework

Legislation governing the operation of CCTV systems

2.2.1 The operation of CCTV systems must be undertaken with due regard to the following legislation:

- The Data Protection Act 1998
- The Human Rights Act 1998
- The Regulation of Investigatory Powers Act 2000
- The Freedom of Information Act 2000

Legislation governing the enforcement of traffic regulations using CCTV cameras

2.2.2 The enforcement of traffic regulations by CCTV cameras is regulated under the following legislation:

- Road Traffic Regulation Act 1984
- Road Traffic Offenders Act 1988
- Road Traffic Act 1991
- London Local Authorities Act 1996
- The Road Traffic Offenders (Additional Offences and Prescribed Devices) Order 1997
- London Local Authorities Act 2000
- The Transport for London (Bus Lanes) Order 2001
- London Local Authorities and Transport for London Act 2003

- Traffic Management Act 2004
- The Civil Enforcement of Parking Contraventions (England) General Regulations 2007
- The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007
- The Civil Enforcement of Parking Contraventions (Approved Devices) (England) Order 2007

2.2.3 Together these Acts allow a London Local Authority to install structures and equipment on or near a highway for the detection of contraventions of Traffic Regulation Orders and to use the information provided by them, to serve a Penalty Charge Notice (PCN) on the registered keeper of a vehicle which contravenes the Traffic Regulations.

2.2.4 Relevant Traffic Regulation Orders must be made available on request.

2.2.5 Records of the keepers of vehicles that contravene traffic regulations will be obtained in accordance with the Driver and Vehicle Licensing Agency enquiry procedures.

2.3 Enforcement of Traffic Regulations by CCTV

2.3.1 The primary objective of any CCTV camera enforcement system ('the system') is to ensure the safe and efficient operation of the road network by deterring motorists from breaking road traffic restrictions and detecting those that do. To do this, the system needs to be well publicised and indicated with lawful traffic signs.

2.3.2 In order to encourage compliance with traffic regulations the system enables fully trained staff:–

- to monitor traffic activity in accordance with relevant legislation and guidance, including this Code of Practice;
- to identify vehicle registration number, colour and type of unauthorised vehicles contravening traffic regulations;
- to support the serving of Penalty Charge Notices (PCNs) to the registered keeper of vehicles identified contravening the regulations;
- to record evidence of each contravention to ensure that representations and appeals can be fully answered;
- to enable timed and dated pictorial evidence of such unauthorised driving or stopping to be produced for adjudication or as information to the owner of such vehicles;
- to enable the despatch of a Civil Enforcement Officers and / or a secondary enforcement team for targeted enforcement of vehicles contravening traffic regulations.

2.3.3 The system is intended to view activity on public carriageways and footways. It will not be used to invade the privacy of any persons in domestic, business or other private premises, buildings or land.

Extensions and changes to the area surveyed

2.3.4 The operating London local authority can extend or change the areas covered by the CCTV system subject to normal internal procedures.

Signs

2.3.5 Relevant camera enforcement signs should be displayed in areas where the system operates. The signs will not define the field of view of the cameras but will advise that CCTV camera enforcement is taking place in the area.

Systems, Equipment and Enforcement

- 2.3.6 This section gives a general description of systems and their uses. It is not exhaustive in nature, nor does it supersede or replace any legislative requirements.
- 2.3.7 CCTV enforcement systems fall into two generic types:
- Attended Systems
 - Unattended Systems
- 2.3.8 These are currently used across three enforcement streams although not all system types can necessarily be used against all work streams.
- Parking
 - Bus Lanes
 - Moving Traffic

Attended System

- 2.3.9 Attended systems are operated in real time by a camera operator who views the images from roadside equipment. The operator may be located in a central control room or locally, such as a vehicle-based control room. Contraventions are observed by the operator and PCNs are issued primarily on the basis of the operator's observations and supported by the image recordings.

Unattended System

- 2.3.10 Unattended systems are automated CCTV systems which operate without operator intervention. They record contraventions from which PCNs are issued on the basis of the recorded images. The recorded images must be reviewed by an operator before a PCN is issued.

Parking Enforcement

- 2.3.11 Equipment that can be used for the enforcement of parking contraventions via CCTV is regulated by the Traffic Management Act 2004 and the associated legislation. The 2004 Act provides a system approval scheme for CCTV systems used for parking enforcement known as "Approved Device Certification". From 31 March 2009 all systems used for the enforcement of parking contraventions must be certified by the Department for Transport (or its appointed agents) under this scheme. The scheme specifies how changes in the system must be carried out and recorded.

Bus Lanes

- 2.3.12 Unlike Parking Enforcement, there is no requirement for an approved device under London Local Authorities Act 1996. The 1996 Act requires that the equipment be a prescribed device, described in the Road Traffic Offenders Act 1988 (as amended) as:

"a camera designed or adapted to record the presence of a vehicle on an area of road which is a bus lane or route for use by buses only."

It is therefore the responsibility of each enforcing authority to ensure that the equipment they use fits within the description of the 1988 Act.

- 2.3.13 If bus lane enforcement is being performed under the Transport Act 2000 then an approved device is required. Approval is similar to that for parking enforcement except that the system must additionally comply with the Bus Lanes (Approved Devices) (England) Order 2005.
- 2.3.14 Authorities should also be mindful of the possibility for harmonisation of legislation under the Traffic Management Act when specifying camera systems for bus lanes.

Moving Traffic

- 2.3.15 There is currently no specific legislation governing CCTV equipment that can be used for the enforcement of moving traffic contraventions.
- 2.3.16 Authorities should be mindful of the requirements of systems used for parking enforcement when carrying out moving traffic enforcement and should consider their features as an indication of the requirements of systems that would be considered fit for purpose. That is not to say however that a system used for moving traffic enforcement under the London Local Authorities and Transport for London Act 2003 must conform to or be approved by the Department for Transport.
- 2.3.17 Authorities should also be mindful of the possibility for harmonisation of legislation under the Traffic Management Act when specifying camera systems for moving traffic enforcement.

2.4 Operation of the System

Monitoring of Traffic

- 2.4.1 Only properly trained and qualified operators (see section 2.9 – Operating Personnel) will operate the system.
- 2.4.2 A contravention of traffic regulations will be identified depending on whether the system is attended or unattended.
- 2.4.3 Contraventions will be identified from attended systems by monitoring the screen and operating the cameras in real time. The operator must obtain the most effective images of a vehicle and its surrounding circumstances at the time when any contravention may be occurring. Contraventions must be identified at the time when they are committed. Pre-recorded video images will not be studied to identify contraventions committed at some earlier time.
- 2.4.4 Unattended systems identify contraventions automatically and store them for later processing. Such images must be verified by operators prior to notices being issued.
- 2.4.5 When a non traffic 'incident' is caught on camera, operators will follow procedures agreed locally with the police and other scheme partners. All such incidents are to be recorded on a Control Room Log Sheet. An example of this document, which can also be used to record equipment faults, is included in Appendix 2.
- 2.4.6 When a contravention is observed using an attended system and sufficient evidence has been recorded, the operator will record the time and sufficient vehicle identifier information in an electronic or handwritten logbook or by utilising approved audio equipment (see 2.3.13). The operator will then continue monitoring. An example of the layout for a Camera Enforcement logbook is included in Appendix 3.

Issue of Penalty Charge Notices (PCNs)

- 2.4.7 The Secretary of State recommends that all PCNs should be issued within 14 days of the contravention. A PCN should be sent by first class post and must not be sent by second class post. Any notice served by first class post is deemed to have been served on the second working day after posting unless the contrary is proved.
- 2.4.8 Reasons for not serving the PCN within 14 days should be restricted to those that are outside of the control of the authority, for example where details from the DVLA have not been received in time.
- 2.4.9 In any case, PCNs must be served within 28 days of the date of contravention unless keeper details have not been received from DVLA.

Representations

- 2.4.10 With regard to bus lane contraventions, formal representations specifically concerned with the issue of any Penalty Charge Notice (PCNs) from this system can only be made once the Enforcement Notice has been issued to the keeper of the vehicle. An Enforcement Notice will seek details of any Police Notice of Intention to Prosecute (NIP), which may have been issued in relation to the same alleged infringement. With regard to moving traffic contraventions formal representations can be made once the Penalty Charge Notice has been issued to the keeper of the vehicle.
- 2.4.11 In all cases, the enforcing authority must consider the representations and, if it does not accept them, issue a Notice of Rejection. If the keeper is not satisfied by this outcome, there is a right of further appeal to the independent adjudicators at the Parking and Traffic Appeals Service (see section 2.6 – Guidelines for Appeals).

2.5 Retention and Use of Evidence

Ownership, copying and release of recordings

- 2.5.1 All recordings are the property of the Authority operating the scheme and may not be copied or released from the Control Room or from secure storage without the formal written agreement of the Senior Officer nominated in Appendix 1 paragraph 5. A copy of the section of footage, relevant to a particular contravention, will only be released:–
- to the appellant in whatever means the authority deems appropriate
 - to the Parking and Traffic Appeals Service (and copied to the appellant)
 - to the Police
 - to Lawyers acting for appellants in Traffic Appeals
 - to Lawyers acting for defendants/victims in connection with criminal proceedings
 - to a third party prosecuting authority, such as Customs & Excise or the Health & Safety Executive.
 - by court order, in connection with civil proceedings
 - in the case of VHS video and DVD's, to be magnetically erased and properly disposed of after twelve cycles of use. Authorities and any of their agents undertaking the disposal should ensure safe destruction. They should also keep recordings for an adequate amount of time in line with the policy of the authority.
- 2.5.2 Recordings (or copies of a section of a recording) will only be released over signature to representatives of the above organisations after proof of identity. Recordings (and copies of recordings), which are released, remain the property of the Local Authority. Any recording

released to the Police will be dealt with by the Police as an exhibit and shall not be used for anything other than the purpose specified and identified when released to the Police. A detailed record must be kept of the recording (or section of it) that has been released and the reason for its release.

- 2.5.3 The Local Authority will provide the Police with a statement confirming the integrity of the recording, if required for evidential purposes.
- 2.5.4 Under no circumstances will recordings be released to members of the public except as per section 2.5.15 below, or to media or other commercial organisations except where such recordings are to be used for educational or training purposes or where release is required under relevant legislation.
- 2.5.5 Recorded material will only be used for the purposes defined in this Code of Practice and will only be accessed as defined in this Code of Practice. In no circumstances will recorded material (or any copies or still prints generated from it) be sold or lent for any purpose other than those set out above. Copyright of all recorded material and stills printed from such material remain totally with the operating authority.

Viewing of recording media

- 2.5.6 A person who has received a PCN or the keeper of the vehicle is entitled to view that section of the media recording showing the contravention for which the PCN was issued. Viewing of videotapes, DVD's or other recording medium, will only be arranged following formal agreement of the Senior Officer nominated in Appendix 1 paragraph 5. Viewing of the media evidence should be arranged as soon as possible after a request has been made by the person in receipt of the PCN. The viewing area should not only be secure, but it should be designed and laid out so that only those in the viewing room can see the images. A still image may be supplied at no charge, as an alternative, in a situation where it is not possible to arrange a viewing of media evidence. Authorities may agree to send the media recording to the keeper of the vehicle upon request, which may incur a small cost. Recordings may also be viewed on-line if the authority has this facility. The PCN number and VRM would need to be entered to activate this service.
- 2.5.7 Viewing of recordings will only be permitted in the following circumstances:–
- to support the issue of a PCN
 - as an alternative to releasing a recording to one of the parties nominated in paragraph 2.5.1 above
 - as part of internal audit, review or disciplinary procedures
 - as part of the training process for control room staff
 - for education and road safety training.
- 2.5.8 Viewing of recordings will only take place in a secure area except where the recipient of the Penalty Charge Notice or his nominated agent has specifically signed a waiver stating otherwise. This waiver will only be valid for viewings by the recipient or his agent. Whether in a secure area or not, the viewing will be supervised by properly authorised staff. Only the 'working media' recording will be viewed. 'Evidence media' recordings will not be viewed.
- 2.5.9 The person supervising the viewing must enter full details of the event in the Control Room Records including:–
- time, date and location of viewing
 - the serial numbers of all tapes or discs viewed, the sections of those tapes or discs which were viewed (using the start and finish frame numbers) if applicable
 - the reasons for viewing each tape or disc

- details of the people present at the viewing.
- 2.5.10 In the case of digital storage media it is sufficient for the system to log, with the video image:
- time, date and location of viewing
 - the reasons for viewing
 - details of the people present at the viewing.
- 2.5.11 These records should be subject to regular audit, at least once a year, by officers specified in Appendix 1, paragraph 7.

Still Images

- 2.5.12 Still images must be provided in accordance with the relevant legislation. Notwithstanding this, authorities should include such still images on the PCN to show sufficient grounds for the PCN being issued. Still images should be sent upon request. No charge is to be made for the provision of such images. The image then becomes the property of the person who received the PCN. All other still images will remain the property of the operating Authority.
- 2.5.13 A still image is a print onto paper of the picture held on a single field or frame of the video recording. The equipment will be used to generate these still images and each image produced will contain its unique frame number and the time (HH MM SS) and date (DD MM YY – or similar format) of the occurrence.
- 2.5.14 Still images will only be generated at the discretion of the Senior Officer indicated in Appendix 1 paragraph 5 and only for the following purposes:–
- to support the issue of a PCN
 - as evidence for an Appeal
 - if the Police or other organisation with appropriate authority request such an image with detailed written reasons for their request.
- 2.5.15 Each still image will be given a unique serial number and will be logged and accounted for at all times. Still images will only leave the Control Room when requested by the recipient of the relevant PCN or signed out as evidence in the possession of the Police or other relevant organisation.
- 2.5.16 Still images produced outside the normal progression of a case must only be made by properly authorised staff, and must be logged and auditable.
- 2.5.17 Still images, which are no longer required, are to be destroyed in the Control Room and the destruction of each image will be recorded in the Control Room records.
- 2.5.18 The procedure for production, release and destruction of still images will be subject to regular audit.

2.6 Guidelines for Appeals

The Appeal Form

- 2.6.1 The relevant appeal form, as produced and supplied by the Parking and Traffic Appeals Service, must be enclosed with every Notice of Rejection of Representations issued by an enforcing authority.

- 2.6.2 The official use box must be completed by an authorised official of the enforcing authority. This must state the PCN number, the Vehicle Registration Number, the name of the keeper to whom the Notice of Rejection was sent and the date the Notice of Rejection was sent. This information must be completed for an appeal to be registered and enables the appeal service to check that the right person is lodging an appeal and that it has been submitted in time.
- 2.6.3 Evidence should be submitted to PATAS at least seven days before the hearing date and must also be sent to the appellant.
- 2.6.4 The following items will be required as mandatory evidence by the Traffic Adjudicators:
- a) Authorised Officer Witness Statement – a declaration that at the time the contravention was observed, the monitoring and recording equipment used was of a type approved by the Secretary of State and was in full working order. Examples of Authorised Officer Witness Statements that should be used for parking contraventions and bus lane contraventions are included in Appendices 5 and 6 respectively. The Authorised Officer Statement also includes details of the evidence that is being produced (e.g. stills from video recording) and confirmation that these were produced in accordance with the Code of Practice. In order for the Authorised Officer to sign the declaration reference should be made to the Control Room Log Sheet to determine the status of the equipment at the time at which the contravention was witnessed. An example of a Control Room Log Sheet is included in Appendix 2.
 - b) Copy of the Penalty Charge Notice
 - c) A case summary - This should include the relevant part of the regulation allegedly contravened and deal with any exemption claimed by the appellant.
 - d) Copy of the Enforcement Notice (where applicable)
 - e) Copies of any representations made and all correspondence
 - f) Copy of the Notice of Rejection
 - g) Colour Images of the Contravention – the images must show the context of the contravention and the identification of the target vehicle. All pictures must display the location, date and time of the contravention. The Adjudicators do not expect footage except in particular cases where there is a strong conflict of evidence. If the Council produces video evidence to the Adjudicators, they must also supply the appellant with a copy. The footage for the Adjudicators must be of a type approved by PATAS however the footage for the appellant must be in a format agreed with the appellant. Even if the appellant has already viewed the Council's recorded evidence of the contravention, the Adjudicator would expect to see images in evidence. A copy of the images would therefore have to be served on the appellant. A digital photograph would be acceptable, providing that the accompanying statement explains that it is a digital photograph, taken by an approved device, a true copy, not enhanced etc.
 - h) Certificate of Service – the evidence submitted to the Adjudicator must be accompanied by a certificate confirming that the appellant has been sent copies of the evidence submitted to the Adjudicator not less than 7 days before the hearing. This requirement is in line with Article 6 of the Human Rights Act 1998. The evidence copied to the appellant must be in the same format as that submitted to the Adjudicator.
- 2.6.5 The list above is not exhaustive. As with any case, the Adjudicator may ask for other forms of evidence not mentioned above. The Councils will be given at least 21 days notice to submit evidence for Appeals.

Witness Attendance at an Appeal Hearing (Bus Lane Appeals)

2.6.6 Paragraph 7 (6) of Schedule 1 of the London Local Authorities Act 1996 relating to bus lane contraventions, states that documentary evidence as described above will not be admissible if the appellant, not less than 3 days before the hearing (or such other time specified by the Adjudicator) serves a notice on the Council requiring attendance at the hearing of the person who signed the document. The Adjudicators have taken this to mean that if the appellant does not accept such evidence as provided in written or photographic format by the Council, and if the Council wishes to proceed with the appeal, the person who provided the evidence may have to attend the hearing. The Council must inform the appellant that he/she can require the attendance at the hearing of the person who signed the Authorised Officer Witness Statement. The Adjudicator may also direct the attendance of a witness at a hearing if he considers it necessary. A copy of the suggested wording, which should be used to inform the appellant that they have the opportunity to request the attendance of the person signing the Authorised Officer Witness Statement, is included in Appendix 6. This paragraph should be included in the Notice of Rejection sent to the Appellant. This requirement only applies to bus lane appeals and does not apply to appeals for parking or moving traffic contraventions.

2.7 Security of Operations

2.7.1 The CCTV traffic monitoring, recording and storage operations will be carried out in a secure environment.

2.7.2 Visitors may only access the Control Room when authorised by the Senior Officer indicated in Appendix 1 paragraph 6.

2.7.3 A log detailing all events and visits should be maintained in the Control Room.

2.7.4 If the Control Room is left unattended for any amount of time, no matter how short, the monitoring, storage and control room equipment must be securely locked and inaccessible to any unauthorised person. Any alternative secure storage room must be subject to the same conditions of attendance.

2.7.5 Technical, maintenance and repair work will only be carried out with the authorisation of a responsible officer or agent of the authority.

2.8 Procedures Manual

2.8.1 A Control Room Procedures Manual listing duties, responsibilities and procedures to be followed will be available in the Control Room at all times. Access to that manual shall be restricted to officers who have responsibility for operating the system. The manual will be regularly updated to reflect current agreed practice.

2.9 Operating Personnel

Responsibilities

2.9.1 Management responsibility for the operation of the system and observance of this Code of Practice and Control Room Procedures Manual resides with the Officers listed in Appendix 1 Paragraph 7.

2.9.2 All staff operating the system will be responsible for working in full accord with this Code of Practice and the Control Room Procedures Manual. They will be subject to their employer's

normal disciplinary procedures and will sign an acknowledgement that they have been trained in and understand the Code of Practice and the Procedures Manual. Breaches of this Code of Practice or of the Procedures will result in disciplinary action.

Selection and Training

- 2.9.3 All personnel permitted to operate the System will be selected in accordance with the Employer's Standard Recruitment Procedures for personnel who are obliged to work to rules of confidentiality.
- 2.9.4 They will be fully instructed in their responsibilities and role in operating CCTV.
- 2.9.5 All staff undertaking enforcement of parking and traffic regulations using CCTV cameras must have successfully completed an approved training course. A list of the courses that have been approved for this purpose is contained in Appendix 9.
- 2.9.6 Training will include: -
- all aspects of this Code of Practice
 - all aspects of Control Room Procedures
 - all aspects of equipment operation
 - system audit procedures
 - issue of PCNs
 - knowledge of the areas of application in the Borough
 - the necessary underpinning knowledge of Traffic Law
 - Health & Safety
- 2.9.7 Full records of training and of assessments of competence will be kept according to the Employer's Standard procedures.

Operators will only be permitted to operate the system unsupervised when they have proved their competence according to the Employer's Standard Procedures.

APPENDIX C

Phase One of Moving Traffic Contravention Locations

Yellow Box Junctions		
Road	Junction with	Type
Anson Road	Chichele Road	A
Blackbird Hill	Birchen Grove	A
Bridgewater Road	Station Approach	B
Chamberlayne Road	Chevening Road	A
Chamberlayne Road	Station Terrace	A
Chamberlayne Road	Harvis Road	A
Chamberlayne Road	Banister Road	A
Dudden Hill Lane	Tanfield Avenue	A
Dudden Hill Lane	Dollis Hill Lane	A
Ealing Road	Alperton Lane	B
East Lane	Llanover Road	C
East Lane	Sudbury Avenue	A
East Lane	Harrowdene Road	A
Forty Avenue	Barn Hill	B
Forty Avenue	Bridge Road	B
Forty Avenue	The Paddocks	A
High Road	Brondesbury Park	C
High Road (A414 SRN) <u>3Boxes</u>	Wembley Hill Road	A C
High Road (A414 SRN)	Ealing Road	A
Kilburn High Road (A5 SRN)	Christchurch Avenue	A
Kilburn High Road (A5 SRN)	Cavendish Road	A
Kilburn High Road (A5 SRN)	Cambridge Avenue	C
Kilburn High Road (A5 SRN)	Brondesbury Road	C

Kilburn High Road (A5 SRN)	Victoria Road	A
Kilburn High Road (A5 SRN)	Willesden Lane	B
Salisbury Road	Hartland Road	B
Shoot-up Hill	Mapesbury Road	C
Sidmouth Road	Brondesbury Park	A

Width Restrictions	
Tubbs Road	passing on the wrong side of sign (through the emergency vehicle access area)
Banned Right Turns	
High Road, Wembley	into St. John's Road.
St. John's Road.	into High Road Wembley
Harrow Road	into Maybank Avenue
Barn Hill	into Forty Avenue
Harrow Road	into Elms Lane
Kenton Road	into Draycott Avenue
Forty Lane	into Kings Drive
Kenton Road	into Draycott Avenue
Kenton Road	into Kenton Lane
Kings Drive	into Forty Lane
Kingsbury Road	into Slough Lane
High Road, Wembley	into Lancelot Road
Banned Left Turns	
Ealing Road	into High Road, Wembley.
Woodcock Hill	into Kenton Road.

Banned U Turns	
Watford Road	at either end of the median strip which lies opposite the access road to Northwick Park Golf Centre, Watford Road.
Harrow Road, Wembley	either end of the island site adjacent to its junction with Elms Lane & Maybank Avenue
Compulsory Left Hand Turn	
Brondesbury Park	into High Road, Willesden Green
Oakington Manor Drive	Harrow road, Wembley
London Road	High Road, Wembley
Compulsory Straight Ahead	
Slough Lane	in a northerly direction along Roe Green
Forty Lane	into Forty avenue
No Entry	
Donaldson Road	into Lonsdale Road
Harrow Road	into Maybank Avenue
Watford road	into southern access way which provide access to and from Northwick Park Hospital
One Way Working	
Carey Way	the northern arm; (west to east)
Carey Way	the north-western arm; (south-west to north east)
St John's Road	One Way Traffic
No Entry Except Buses	
Watford Road	into the southern access way which provide vehicular access from Watford road to and from Northwick Park Hospital

Bus Route at Any-Time	
Bodium Way	(north-westward and south-eastward).
THE UNNAMED ROAD LINKING BIRSE CRESCENT AND NEASDEN LANE UNDERPASS	(south-eastward).

School Keep Clear		
Bridge Road, Stonebridge	East Lane	Slough Lane
Christchurch Avenue, NW6	Longstone Avenue	The Avenue, Willesden
College Road, Kensal Green	Mount Pleasant	The Mall
Coniston Gardens NW10	Mount Stewart Avenue	Uffingham Road
Crest Road	Northview Crescent	Wembley Park Drive
Curzon Crescent	Oakington Manor Drive	Woodcock Hill
Dollis Hill Lane	Park Avenue	
Doyle Gardens	Park Lane	
Ealing Road	Salisbury Road	

Weight restrictions 7.5 Tonnes	Extent
Bridge Road	The bridge over the canal feeder
Brondesbury Area	Algernon Road, Brondesbury Road, Brondesbury Villas, Cherteris Road, Donaldson Road, Esmond Road, Glengall Road, Hartland Road, Hazelmere Road, Honiton Road, Lynton Road, Tennyson Road (between its junction with Donaldson Road and the south-eastern kerb-line of Priory Park Road), Victoria mews, Victoria Road and Woodville Road.
Highfield Avenue	
Roe Green	
Stag Lane	
Thurlow Gardens	
Valley Drive Lorry Ban	Inc, Crundale Avenue, Mersham Drive, Valley Drive, Waltham Avenue, Wyndale Avenue

APPENDIX D

Case studies:

Borough A

- There are 51 cameras in use in Borough A and 8 FTE CCTV monitoring officers. Of these 51 cameras, only 23 are being used to enforce MTCs due to location/view. Borough A is not currently using any mobile enforcement vehicles.
- In 2009ⁱ, Borough A issued an average of 2696 PCNs through CCTV per month (including parking, bus lane and moving traffic contraventions).
- It can therefore be estimated that an average of 53 PCNs was issued per camera per month in 2009.
- In 2009, MTCs accounted for 52% of all PCNs issued by CCTV monitoring staff. (Bus lane contraventions accounted for 10% and parking contraventions accounted for the remaining 38%).
- Exact financial revenue was not available from Borough A, but using an estimated overall recovery rate of 60% and assuming that the PCNs issued were recovered at the £60 rate, monthly income in 2009 for MTCs in Borough A can be estimated as £50,472.00.
- In 2009, each CCTV monitoring officer issued an average of 337 PCNs per month, of which, an average of 176 were for MTCs.
- The average number of PCNs issued by Borough A increased by 3% between 2008 and 2009.

Borough B

- Borough B is comparable to Brent in terms of geography and economy.
- There are 43 cameras in use in Borough B and 12 FTE CCTV monitoring officers. Borough B has two mobile enforcement vehicles.
- In 2009ⁱⁱ, Borough B issued an average of 5737 PCNs through CCTV per month (including parking, bus lane and moving traffic contraventions).
- It can therefore be estimate that an average of 127 PCNs was issued per camera (including those in vehicles) per month in 2009.
- Borough B has a recovery rate of around 86%.
- Exact financial revenue was not available from Borough B, but assuming that 86% of the total monthly PCNs issued were recovered at the £60 rate, monthly income in 2009 for all contravention types in the Borough can be estimated as £296,039.20.
- In 2009, each CCTV monitoring officer issued an average of 478 PCNs per month (for all contravention types).
- In 2009, an average of 727 PCNs per month was generated through the two mobile enforcement vehicles combined.
- The average number of PCNs issued by Borough B decreased by 5.6% between 2008 and 2009.

ⁱ Figures based on January – September 2009

ⁱⁱ Figures based on April 2009 – January 2010

Appendix E

Different Designs of Yellow Box Junctions

A box junction is a traffic measure that is used to keep busy road junctions flowing freely. Box Junction can be used according to the DfT to mark an area of carriageway that cannot be blocked unless the vehicle is turning right and then it must stop in the box until the traffic has passed and the road is clear to cross.



TYPE A

The picture above is one of the most common designs of Yellow Box Junction which can be seen within London Borough of Brent. It is located at a busy four arm traffic light junction on the Edgware Road that forms part of the Strategic Route Network.



TYPE B

At staggered junctions it would be inappropriate to have one very large box junction. The photograph to the right shows two half boxes that have been staggered to protect the junction mouths from obstruction by stationary traffic.



TYPE C

The picture above shows a half box junction located at a junction. Yellow Box markings can also be found outside police, fire ambulance stations or hospitals but only where there is an access road forming a junction with the main road.

All signs and lines must comply with the Traffic Regulations and General Directions 2002. However, in some situations variations maybe agreed by the Department for Transport.

Type for Special Approval

The Traffic Signs Regulation General Directions (TSRGD) does not cater for yellow box junctions at complex or non-standard junctions, so the majority of yellow box junction designs need to be submitted to the Department for Transport (DfT) to receive special signs authorisation to ensure they are legal and enforceable. This submission process can take up to 6 months.

Figure 1 below shows the current layout of the yellow box marking at Forty Lane junction with The Paddocks. The size of the yellow box is too large, making it difficult for motorists to see whether the exit is clear. Figure 2 shows a revised drawing with the yellow box reduced in size. The drawing in Fig.2 has been submitted to the DfT to seek type approval.

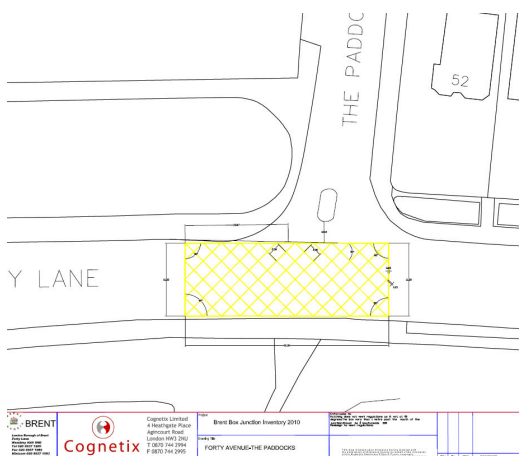


Fig 1

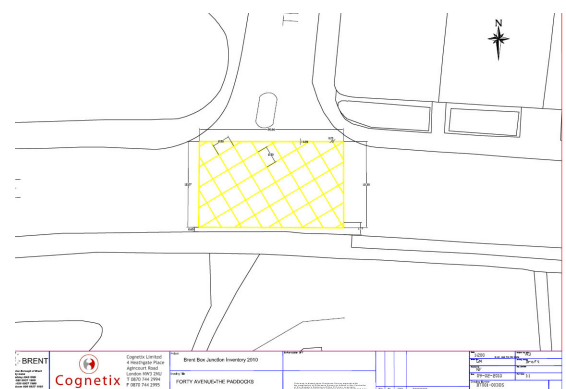


Fig 2

Figure 3 below show the current size and configuration of the yellow box located in East Lane junction with Harrowdene Road. Figure 4 shows the proposed layout with the size of the box reduced.

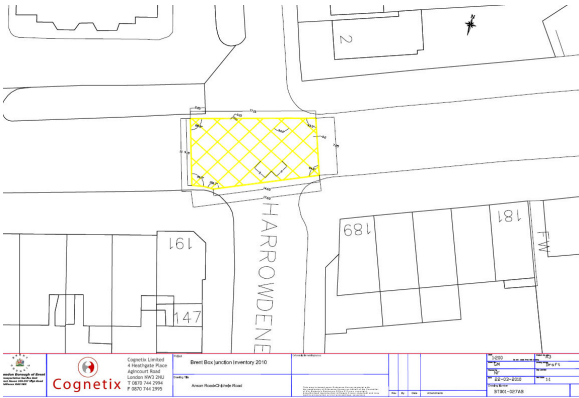


Fig 3

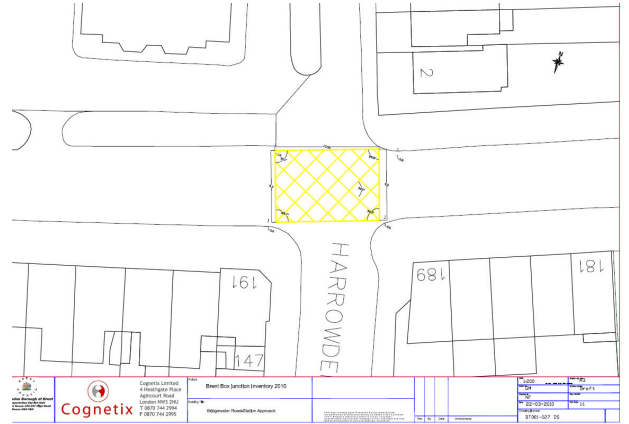


Fig 4

Figure 5 below shows the current yellow box layout in Chamberlayne Road junction with Banister Road. The revised layout as shown in figure 6 shows a reduction in size from a full box (Type A) to a half box (Type C).

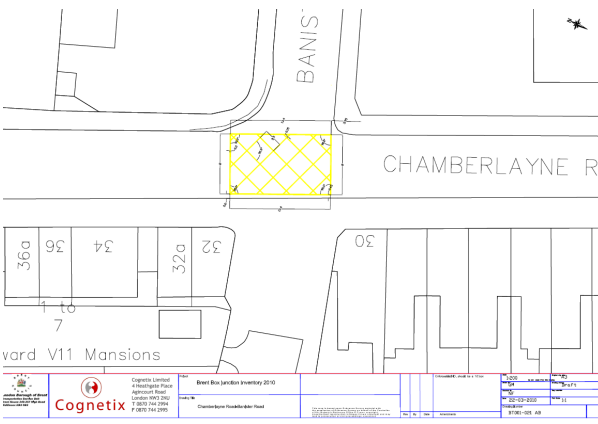


Fig 5

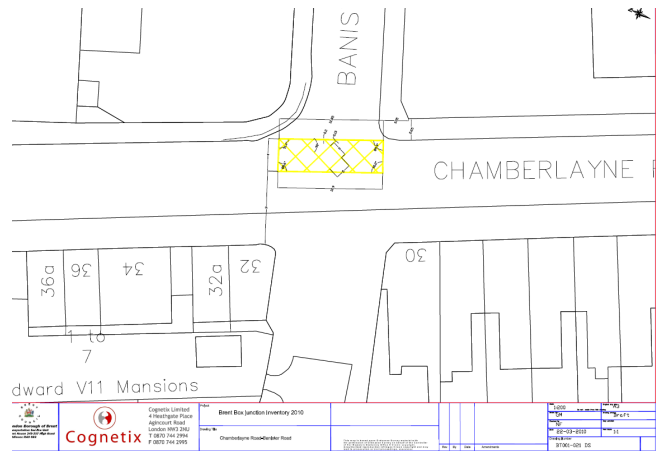


Fig 6