

# Place Select Committee

## Scrutiny Review of (Unauthorised) Roadside Advertising



**MAY 2024**

Place Select Committee  
Stockton-on-Tees Borough Council  
Municipal Buildings  
Church Road  
Stockton-on-Tees  
TS18 1LD

**Contents**

**SELECT COMMITTEE - MEMBERSHIP.....4**

**Foreword.....5**

**Original Brief.....6**

**1.0 Executive Summary.....8**

**2.0 Introduction.....10**

**3.0 Background..... 10**

**4.0 Evidence..... 11**

**5.0 Conclusion..... 15**

**Appendix 1.....16**

## **Select Committee – Membership**

Councillor Richard Eglington (Chair)  
Councillor Jim Beall (Vice Chair)  
Councillor Michelle Bendelow  
Councillor Stefan Houghton  
Councillor Sufi Mubeen  
Councillor Andrew Sherris  
Councillor Marilyn Surtees  
Councillor Hilary Vickers  
Councillor Sylvia Walmsley

## **ACKNOWLEDGEMENTS**

The Select Committee thank the following contributors to this review:

Cllr Katie Weston, former Place Select Committee Vice Chair  
Cllr Shakeel Hussain, former Place Select Committee member  
Marc Stephenson, Assistant Director - Regulated Services and Transformation  
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Anthony Wilton, Principal Engineer  
Officer Traffic Group  
Teesside & District Society for the Blind  
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## **Foreword**

Following the Place Select Committee's review of (Unauthorised) roadside Advertising, I am pleased to present the Committee's final report.

Following previous concerns regarding advertising being placed by the roadside, the review examined whether this is still causing a problem in the borough and how issues with roadside advertising are dealt with. The Committee are satisfied that the majority of roadside advertising followed the guidelines and that a coordinated approach is taken when issues are raised.

Our recommendations seek to ensure that the public are fully informed of the rules regarding roadside advertising and that reporting systems are strengthened.

I would like to thank the officers and contributors for their assistance during the review. I would also like to thank every member of the Committee for their hard work on the report.

### **Cllr Richard Eglington - Chair**



**Councillor Richard Eglington  
Chair – Place Select Committee**



**Councillor Jim Beall  
Vice-Chair – Place Select Committee**

## Original Brief

### **Which of our strategic corporate objectives does this topic address?**

One of the Council's four key policy principles is creating economic prosperity and the appropriate advertising of businesses and events can assist with achieving this aim.

This review will also contribute to the following area of the Council Plan 2023-2026 vision:

A place where people are healthy, safe and protected from harm.

This means the Borough will be a place where:

- People live in cohesive and safe communities
- People are supported and protected from harm

### **What are the main issues and overall aim of this review?**

Over the last few years there has been a notable increase in the amount of unauthorised advertising material being placed on, or adjacent to the highway. This varies from fly posting on the back of road signs, to trailers specifically designed to be left on, or adjacent to the roadside, including on walls and fencing, and has led to increasing concern within the Council, and from the public. The removal of unauthorised signing can be controversial as the removal of signs can generate adverse comments from businesses and event's organisers. The organisers of smaller events, in particular, often feel aggrieved as the display of signs and or flyers in the locality are often the only publicity for their events.

The control of advertising on or adjacent to the highway covers many different service areas (highways, planning, enforcement etc.) and each service tackles the issue as they deem appropriate.

Members of the public tend not to be aware of the legal position regarding advertising signs and can be confused about the process for authorisation and therefore may not be aware they are committing an offence or causing a problem.

Promotion of local events can assist with social inclusion however inappropriate roadside advertising can also be harmful to the local street scene environment.

In certain circumstances the inappropriate siting of roadside advertising can constitute a safety hazard to pedestrians and /or a distraction to motorists.

The proposed outcome of the review would be for the Council to adopt a coordinated approach to the control of roadside advertising allowing, where appropriate and safe to do so, legitimate roadside advertising while controlling, efficiently and effectively, inappropriate roadside advertising.

### **The Committee will undertake the following key lines of enquiry:**

What are the main issues surrounding unauthorised roadside advertising?

How do these issues vary across the Borough? Which area(s) is unauthorised roadside advertising most prevalent?

What are the main methods for reporting unauthorised roadside advertising?

What role do the Council's planning, highways and enforcement teams play in dealing with this issue?

How can a coordinated approach to publicise and encourage authorised roadside advertising be developed?

**Provide an initial view as to how this review could lead to efficiencies, improvements and/or transformation:**

The control of advertising on or adjacent to the highway covers many different service areas (highways, planning, enforcement etc.) and each service tackles the issue as they deem appropriate. This can lead to different departments tackling issues inconsistently and multi handling the same complaint. A coordinated approach should set out clear responsibilities and avoid double handling issues with any complaint being dealt with efficiently using the appropriate control mechanism.

## 1.0 Executive Summary

1.1 Concern had previously been raised regarding the amount of unauthorised advertising material being placed on, or adjacent to the highway. This varies from fly posting on the back of road signs, to trailers specifically designed to be left on, or adjacent to the roadside, including on walls and fencing. The control of advertising on or adjacent to the highway covers many different services including highways, planning and enforcement. The review sought to ensure that a coordinated approach to the control of roadside advertising was adopted, with clear responsibilities, allowing, where appropriate and safe to do so, legitimate roadside advertising while controlling, efficiently and effectively, inappropriate roadside advertising.

1.2 The Town and Country Planning Act 1990 defines advertising as:

*“any word, letter, model, sign, placard, board, notice, awning, blind, device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and (without prejudice to the previous provisions of this definition) includes any hoarding or similar structure used or designed, or adapted for use and anything else principally used, or designed or adapted principally for use, for the display of advertisements.”*

1.3 The Act divides advertising into three main categories:

- Those permitted without requiring consent from the authority;
- Those with deemed consent;
- Those which require the express consent of the local authority.

1.4 During the review the Committee found that the powers to enforce the legislation on unauthorised roadside advertisements were held between community safety (enforcement and trading standards) and planning services. The Anti-Social Behaviour Crime and Policing Act has given more powers for enforcement of the issue, including the ability to issue Community Protection Notices (CPN). Permission is needed to remove unauthorised advertising on private land.

1.5 There is now a coordinated approach between Stockton-on-Tees Borough Council teams when dealing with complaints regarding roadside advertising. All complaints are initially assessed and recorded by community safety and where possible they are resolved either through education and advice, warnings or enforcement action, including Fixed Penalty Notices for flyposting. Complaints relating to planning consideration are passed to planning service if all methods of resolving without enforcement action are exhausted. Planning services follow the government guidance: *Outdoor advertisements and signs: a guide for advertiser (2007)*. Signage on roundabouts is assessed by road safety.

1.6 The Committee was assured that most advertisements placed on the roadside in the Borough follow the guidelines. There had only been 161 requests for service from the public since January 2022. This represented only 0.7% of all requests for community safety services during the same period. The main area for complaints were flyposting, linked to commercial



areas such as Portrack Lane, Stockton Town Centre, and Bon Lea Industrial estate, and these sites were monitored. No complaints relating to banners had been received since 2022, with the introduction of a clear planning position, and there had not been any accidents reported where roadside advertising was stated as the cause.

- 1.7 The Committee was therefore satisfied that unauthorised roadside advertising is no longer regarded as a major concern for the Borough and mechanisms were in place to deal with any issues regarding unauthorised roadside advertising efficiently and effectively. The recommendations seek to ensure the public are fully informed of the rules regarding roadside advertising and reporting systems are strengthened. The Committee felt that online reporting could be enhanced through the introduction of mapping layers, similar to the approach currently being used for reporting of flyposting and that the online reporting system should be reviewed to ensure that all relevant information is obtained to enable issues to be directed to the appropriate service for action.

### **Recommendations**

The Committee recommend that:

1. Further information and guidance regarding the planning regulations for roadside advertising be placed on the planning area of the website.
2. The online reporting system is reviewed to make it easier for members of the public to report an issue.

## **2.0 Introduction**

- 2.1. Concern has been raised regarding the amount of unauthorised advertising material being placed on, or adjacent to the highway. This varies from fly posting on the back of road signs, to trailers specifically designed to be left on, or adjacent to the roadside, including on walls and fencing. Members of the public tend not to be aware of the legal position regarding advertising signs and can be confused about the process for authorisation, therefore may not be aware that are committing an offence or causing a problem. The removal of unauthorised advertising signing can also be controversial as the removal of signs can generate adverse comments from businesses and event organisers. The organisers of smaller events particularly feel aggrieved as the display of signs and flyers in the locality are often the only publicity for their events.
- 2.2. The control of advertising on or adjacent to the highway covers many different services including highways, planning and enforcement. The review sought to ensure that a coordinated approach to the control of roadside advertising was adopted, with clear responsibilities, allowing, where appropriate and safe to do so, legitimate roadside advertising while controlling, efficiently and effectively, inappropriate roadside advertising.
- 2.3. The Committee therefore undertook the following key lines of enquiry:
  - What are the main issues surrounding unauthorised roadside advertising?
  - How do these issues vary across the Borough? Which area(s) is unauthorised roadside advertising most prevalent?
  - What are the main methods for reporting unauthorised roadside advertising?
  - What role do the Council's planning, highways and enforcement teams play in dealing with this issue?
  - How can a coordinated approach to publicise and encourage authorised roadside advertising be developed?

## **3.0 Background**

- 3.1. The Town and Country Planning Act 1990 defines advertising as:

*“any word, letter, model, sign, placard, board, notice, awning, blind, device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and (without prejudice to the previous provisions of this definition) includes any hoarding or similar structure used or designed, or adapted for use and anything else principally used, or designed or adapted principally for use, for the display of advertisements.”*
- 3.2. The Act divides advertising into three main categories:
  - Those permitted without requiring consent from the authority;

- Those with deemed consent.
  - Those which require the express consent of the local authority.
- 3.3. Detailed descriptions of what is permitted in each category can be found in the Government guidelines *Outdoor Advertisements and signs: a guide for advertisers (2007)*, accessible via <https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

#### 4.0 Evidence

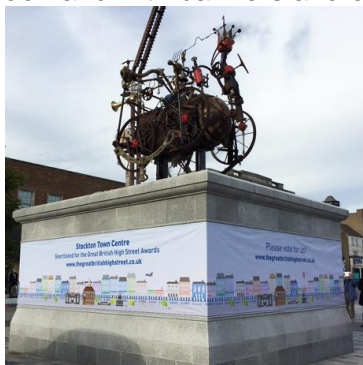
##### Types of Roadside Advertising

4.1 Banners and event advertising have deemed consent under the advertisement regulation which allow for temporary notices or signs for local events providing they are not for commercial purposes. There are some limitations that must be followed:

- Have a maximum area of 0.6sqm;
- Have no letters, features, or symbols over 0.75m tall;
- Installed at a maximum height of 4.6m or below;
- Be displayed for no more than 28 days before an event and removed 14 days after the event has finished.

4.2 There are different rules for conservation areas which look to protect these areas further. Also, where an event is not on a set date, this would not be covered by deemed consent and express consent would be required through the planning process.

4.3 Overall, there were no real issues identified by the service area in terms of demand with banners and event advertising.



4.4 Fly posting, the display of flyers, posters, and stickers often attached to street furniture, fences and buildings, is illegal under s224(3) Town and Country Planning Act 1990 and s. 132 Highways Act 1980. It can be dealt with through fixed penalty notices (£80) or prosecution with maximum penalties of £2,500 at the Magistrate Courts. In addition to being illegal it can also have an impact on road safety for both drivers and pedestrians if displayed around junction or on road signs, and also creates a negative impression of an area. A small number of distribution companies were responsible for flyposting in the Borough.

- 4.5 Roadside trailers, advertisements on vehicles or trailers require express consent if parked in fields, in verges or left in laybys. Advertisements on vehicles that are moving do not usually require express consent, but this is a grey area and there have been issues. Trailers or advertisement boards attached to vehicles which move regularly are dealt with through existing highway regulation.
- 4.6 These types of advertisements are mainly an issue on main arterial routes into and out of town centres with high levels of traffic. Anti-social behaviour powers are used locally to tackle repeat issues which impact on communities.

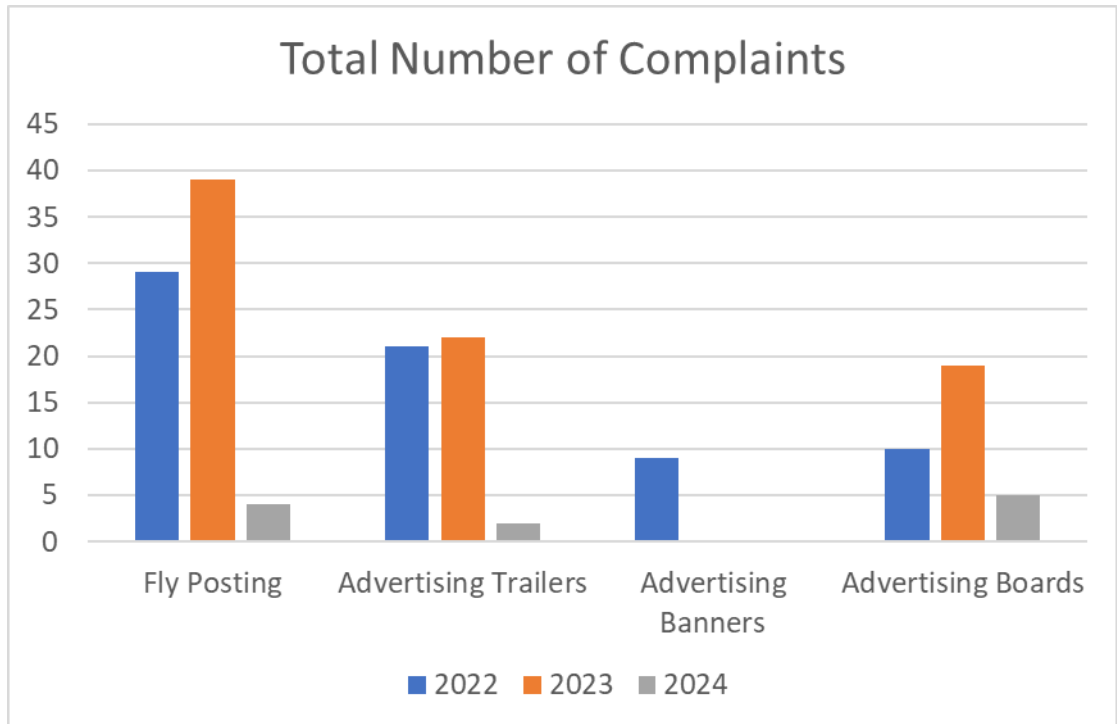


- 4.7 Advertisement boards, or A-boards, require express consent and permission under highway legislation and had previously been a problem. Following a scrutiny review in 2015, a set of guidance on seating, shop displays and advertisements boards was developed to support businesses while also protecting pedestrians. The guidance includes examples of both good and bad practice alongside clear guidance on what can and cannot be done to promote businesses. The guidance has been well received and since its introduction the level of complaints remain low, and compliance high.

Existing Powers and Response

- 4.8 The powers to enforce the legislation on unauthorised roadside advertisements are held between community safety (enforcement and trading standards) and planning services. The Anti-Social Behaviour Crime and Policing Act has given more powers for enforcement of the issue, including the ability to issue Community Protection Notices (CPN). Permission is needed to remove unauthorised advertising on private land.
- 4.9 All complaints are initially assessed and recorded by community safety and where possible they are resolved either through education and advice, warnings or enforcement action, including Fixed Penalty Notices for flyposting. Complaints relating to planning consideration are passed to planning service if all methods of resolving without enforcement action are exhausted. Planning services follow the government guidance: Outdoor advertisements and signs: a guide of advertiser. Signage on roundabouts is assessed by road safety.
- 4.10 Most advertisements placed on the roadside in the Borough follow the guidelines. There have only been 161 requests for service from the public since 1 January 2022 which represents 0.7% when compared to all requests for community safety services during the same period. Flyposting is the main area of concern linked to commercial areas and no complaints relating to

banners have been received since 2022 with the introduction of a clearer planning position.



- 4.11 Officers in community safety and planning services were not aware of any reports or trends of advertisements or signage causing accidents.
- 4.12 Sites where repeated offences have taken place are linked to commercial areas of the borough, such as Portrack Lane, Stockton Town Centre, and Bon Lea Industrial Estate, and these areas are monitored.
- 4.13 Most complaints received over the past two years have been resolved without the need for legal action.

#### Response from Officer Traffic Group

- 4.14 The Principal Engineer for Stockton on Tees Borough Council was asked on behalf of the Officer Traffic Group what impact unauthorised roadside advertising had, if any, on road safety in Stockton on Tees.
- 4.15 Evidence was provided that confirmed any advertising on the road network could cause the following risks:
- Distraction: Ads that are flashy, overly bright, or constantly changing can divert drivers' attention away from the road, increasing the risk of accidents.
  - Obstruction of Visibility: Placing advertisements in locations where they obstruct important signs, traffic signals, or pedestrians' visibility can create hazards for drivers and pedestrians.

- Hazardous Placement: Ads placed too close to the road or in areas where they obstruct traffic flow, such as on traffic islands, can disrupt the flow of traffic and increase the likelihood of collisions.
  - Illegal advertising is unlikely to consider these issues and therefore could create a higher risk of road safety collisions compared to legal advertising.
- 4.16 He further added that he was not aware of any studies with a direct relationship between illegal advertising and road safety collisions. This was partly due to how the data is captured on the Stats 19 form (which the police complete at the scene of the collision), attached at **Appendix 1**. If a sign was a contributory factor, it would be captured under the field “distraction outside the vehicle” or “other”. Illegal signage would be one of a number of reasons that could be captured in either of these fields.
- 4.17 The Principal Engineer was also not aware of any areas in the North East where there was a trend in collisions caused from illegal signage. This was not to say that there hadn’t been any collisions directly associated with an illegal sign.

Response from Teesside & District Society for the Blind and Guide Dogs for the Blind Association
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- 4.18 Teesside & District Society for the Blind were contacted to gain their views and were asked the following questions; their responses are reproduced under each question:
- What types of roadside advertising are causing issues for those with visual impairment?  
When the signage is placed too far on the pavement it makes it very hard to negotiate, also the sandbag is sometimes left out to one side that really a problem.
  - Where on the roadside does placing advertising cause a problem?  
When there is not enough gap between the roadworks and the tapped off area, we understand there is a reason for this, but sometimes impossible to walk with a long cane when the gap narrow.
  - Do you know how to report signage that is causing a problem in the Borough?  
Yes we call the council and speak to Road and Highway team.
- 4.19 Guide Dogs for the Blind Association were also contacted for their views. They referred to their guidance for local authorities on ensuring regeneration schemes are accessible for people with sight loss “Making the Built Environment Inclusive”.
- 4.20 The guidance notes that people with vision impairment could have difficulties when there are changes to areas they are familiar with e.g. unexpected obstacles in the street or temporary structures are left on pavements. It advises that:
- “Transport operators or local authorities utilise their powers to secure the removal of, and prevent additional, street clutter by businesses (e.g. A-boards) and private individuals (e.g. bikes or e-scooters).”

- “Local authorities should utilise their powers by introducing a licensing scheme for A-boards which in turn would stipulate the volume, size and location where they should be placed to prevent that the benefits of A-boards are maximised while the potential hazards are minimised.”

4.21 In addition, Guide Dogs for the Blind Association stated that they encouraged local authorities to ensure there are both digital and analogue methods, which are accessible, for reporting issues to the council.

## 5.0 Conclusions

5.1. During the review the Committee found that the Anti-Social Behaviour and Policing Act has given community safety the powers to deal with specific issues relating to unauthorised roadside advertising. There is now a coordinated approach between Stockton-on-Tees Borough Council teams when dealing with complaints, with all complaints being initially assessed and recorded by community safety and, where possible, resolved either through education and advice, warnings or enforcement action. Complaints relating to planning consideration are passed to planning service if all methods of resolving without enforcement action are exhausted. While Planning services followed the government guidance, they exercised a pragmatic approach when considering issues regarding deemed and express consent to ensure the limited resources are used appropriately.

5.2. There were no reported trends in accidents caused by signage and only 0.7% of all requests for community safety services from the public since January 2022 were relating to the issue. The majority of these were complaints for flyposting in commercial areas such as Portrack Lane, Stockton Town centre and Bon Lea Industrial Estate and these areas were monitored.

5.3. The Committee is therefore satisfied that unauthorised roadside advertising is no longer regarded as a major concern for the Borough and mechanisms are in place to deal with any issues efficiently and effectively. The review’s recommendations seek to ensure the public are fully informed of the rules regarding roadside advertising and reporting systems are strengthened. The Committee felt that online reporting could be enhanced through the introduction of mapping layers, similar to the approach currently being used for reporting of flyposting and that the online reporting system should be reviewed to ensure that all relevant information is obtained to enable issues to be directed to the appropriate service for action.

### **Recommendations**

The Committee recommend that:

1. Further information and guidance regarding the planning regulations for roadside advertising be placed on the planning area of the website.
2. The online reporting system is reviewed to make it easier for members of the public to report an issue.

# APPENDIX 1

Sept 2011

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## ACCIDENT STATISTICS

**\*FATAL / SERIOUS / SLIGHT\***

1.3 ACCIDENT REFERENCE	Incident URN	[ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	Other ref.	[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

1.9 TIME H H M M      DAY\* Su M T W Th F S      1.7 DATE D D M M 2 0 Y Y

1st Road Class & No. [ ] [ ] [ ] [ ] [ ]      1st Road Name [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
or (Unclassified - UC) [ ] [ ] [ ] [ ] [ ] (Not Known - NK)

Outside House No. [ ] [ ] [ ] [ ] at junction with / or [ ] [ ] [ ] [ ] [ ] [ ] metres N S E W \* of  
or Name or Marker Post No.

2nd Road Class & No. [ ] [ ] [ ] [ ] [ ]      2nd Road Name [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
or (Unclassified - UC) [ ] [ ] [ ] [ ] [ ] (Not Known - NK)

Town [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]      Sector / Beat No. [ ] [ ] [ ] [ ] [ ] [ ]

County or Borough [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Parish No. or Name [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]      1.10 Local Auth No. (if known) [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

1.11 Grid Reference E — [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]      [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

REPORTING Name [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]      Number [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

OFFICER      BCU/Stn [ ] [ ] [ ] [ ]      1.2 Force [ ] [ ] [ ] [ ] [ ]      Tel Number [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

1.5 Number of vehicles	[ ] [ ] [ ] [ ]	1.20a PEDESTRIAN CROSSING - HUMAN CONTROL <b>X</b>	1.21 LIGHT CONDITIONS <b>X</b>
1.6 Number of casualties	[ ] [ ] [ ] [ ]	None within 50 metres	Daylight:
	[ ] [ ] [ ] [ ]	Control by school crossing patrol	Darkness: street lights present and lit
1.14 ROAD TYPE <b>X</b>		Control by other authorised person	Darkness: street lights present but unlit
Roundabout	1		Darkness: no street lighting
One way street	2	1.20b PEDESTRIAN CROSSING - PHYSICAL FACILITIES <b>X</b>	Darkness: street lighting unknown
Dual carriageway	3	No physical crossing facility within 50m	
Single carriageway	6	Zebra crossing	1.24 SPECIAL CONDITIONS AT SITE <b>X</b>
Slip road	7	Pelican, puffin, toucan or similar non-junction pedestrian light crossing	None
Unknown	9	Pedestrian phase at traffic signal junction	Auto traffic signal out
1.15 Speed Limit (Permanent)	[ ] [ ] [ ] [ ]	Footbridge or subway	Auto traffic signal partially defective
1.16 JUNCTION DETAIL <b>X</b>		Central refuge — no other controls	Permanent road signing or marking defective or obscured
Not at or within 20 metres of junction	00	1.22 WEATHER <b>X</b>	Roadworks
Roundabout	01	Fine without high winds	Road surface defective
Mini roundabout	02	Raining without high winds	Oil or diesel
T or staggered junction	03	Snowing without high winds	Mud
Slip road	05	Fine with high winds	
Crossroads	06	Raining with high winds	1.25 CARRIAGEWAY HAZARDS <b>X</b>
Junction more than four arms (not RAB)	07	Snowing with high winds	None
Using private drive or entrance	08	Fog or mist — if hazard	Dislodged vehicle load in carriageway
Other junction	09	Other	Other object in carriageway
JUNCTION ACCIDENTS ONLY		Unknown	Involvement with previous accident
1.17 JUNCTION CONTROL <b>X</b>		1.23 ROAD SURFACE CONDITION <b>X</b>	Pedestrian in carriageway - not injured
Authorised person	1	Dry	Any animal in carriageway (except ridden horse)
Automatic traffic signal	2	Wet / Damp	
Stop sign	3	Snow	1.26 Did a police officer attend the scene and obtain the details for this report? <b>X</b>
Give way or uncontrolled	4	Frost / Ice	Yes
		Flood (surface water over 3cm deep)	No

**Subject to local directions, boxes with a grey background need not be completed if already recorded**  
\* Circle as appropriate  
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VEHICLE RECORD

Sept 2011

2.26 VEHICLE REGISTRATION MARK					2.23 BREATH TEST <b>X</b>					2.11 SKIDDING AND OVERTURNING <b>X</b>				
Vehicle 001					Not applicable					No skidding, jack-knifing or overturning				
Vehicle 002					Positive					Skidded				
Vehicle 003					Negative					Skidded and overturned				
Vehicle 004					Not requested					Jack - knifed				
					Refused to provide					Jack - knifed and overturned				
					Driver not contacted at time of col					Overturned				
					Not provided (medical reasons)									
2.35 WAS THE VEHICLE LEFT HAND DRIVE <b>X</b>					2.24 HIT AND RUN <b>X</b>					2.12 HIT OBJECT IN CARRIAGEWAY <b>X</b>				
No					Not hit and run					None				
Yes					Hit and run					Previous accident				
					Non-stop vehicle, not hit					Roadworks				
										Parked vehicle				
2.5 / 2.5a TYPE OF VEHICLE <b>X</b>					2.21 SEX OF DRIVER <b>X</b>					Bridge - roof				
Car					Male					Bridge - side				
Taxi / Private hire car					Female					Bollard / Refuge				
Van - Goods vehicle 3.5 tonnes mgw and under					Not known					Open door of vehicle				
Goods vehicle over 3.5 tonnes mgw and under 7.5 tonnes mgw					2.9 VEHICLE LOCATION AT TIME OF ACCIDENT RESTRICTED LANE/AWAY FROM MAIN C'WAY <b>X</b>					Central island of roundabout				
Goods vehicle 7.5 tonnes mgw & over					On main carriageway not in restricted lane					Kerb				
Goods vehicle - unknown weight					Tram / Light rail track					Any animal (except ridden horse)				
M/cycle 50cc and under					Bus lane					Other object				
M/cycle over 50cc and up to 125cc					Busway (inc. guided busway)					2.13 VEHICLE LEAVING CARRIAGEWAY <b>X</b>				
M/cycle over 125cc and up to 500cc					Cycle lane (on main carriageway)					Did not leave carriageway				
Motorcycle over 500cc					Cyclway or shared use footway (not part of main carriageway)					Left carriageway nearside				
Motorcycle - cc unknown					On lay-by / hard shoulder					Left carriageway nearside and rebounded				
Electric Motorcycle					Entering lay-by / hard shoulder					Left carriageway straight ahead at junction				
Pedal cycle					Leaving lay-by / hard shoulder					Left carriageway offside onto central reservation				
Bus or coach (17 or more passenger seats)					Footway (pavement)					Left carriageway offside onto central reserve and rebounded				
Minibus (8-16 passenger seats)					2.10 JUNCTION LOCATION OF VEHICLE <b>X</b>					Left carriageway offside and crossed central reservation				
Agricultural vehicle (include diggers etc)					Not at or within 20m of junction					Left carriageway offside				
Ridden horse					Approaching junction or waiting /parked at junction approach					Left carriageway offside and rebounded				
Mobility scooter					Cleared junction or waiting/ parked at junction exit					2.14 FIRST OBJECT HIT OFF CARRIAGEWAY <b>X</b>				
Tram / Light rail					Leaving roundabout					None				
Other 1					Entering roundabout					Road sign / Traffic signal				
vehicle 2					Leaving main road					Lamp post				
3					Entering main road					Telegraph pole / Electricity pole				
4					Entering from slip road					Tree				
2.6 TOWING AND ARTICULATION <b>X</b>					Mid junction-- on roundabout or on main road					Bus stop / Bus shelter				
No tow or articulation					2.7 MANOEUVRES <b>X</b>					Central crash barrier				
Articulated vehicle					Reversing					Nearside or offside crash barrier				
Double or multiple trailer					Parked					Submerged in water (completely)				
Caravan					Waiting to go ahead but held up					Entered ditch				
Single trailer					Slowing or stopping					Wall or fence				
Other tow					Moving off					Other permanent object				
2.22 AGE OF DRIVER (Estimate if necessary)					U turn					2.16 FIRST POINT OF IMPACT <b>X</b>				
Vehicle 001					Turning left					Did not impact				
Vehicle 002					Waiting to turn left					Front				
Vehicle 003					Turning right					Back				
Vehicle 004					Waiting to turn right					Offside				
2.27 DRIVER HOME POSTCODE or Code: 1- Unknown 2- Non UK Resident 3 - Parked & unattended					Changing lane to left					Nearside				
Vehicle 001					Changing lane to right					2.29 JOURNEY PURPOSE OF DRIVER/ RIDER <b>X</b>				
Vehicle 002					O'taking moving veh on its offside					Journey as part of work				
Vehicle 003					O'taking stationary veh on its offside					Commuting to / from work				
Vehicle 004					Overtaking on nearside					Taking school pupil to/from school				
					Going ahead left hand bend					Pupil riding to / from school				
					Going ahead right hand bend					Other				
					Going ahead other					Not known				

Subject to local directions, boxes with a grey background need not be completed if already recorded

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**2.8 DIRECTION OF VEHICLE TRAVEL**

1. Using the Example shown complete the FROM and TO boxes for the vehicles concerned, indicating direction of travel FROM and TO

2. If PARKED enter '00'

Vehicle 001

FROM TO

Vehicle 003

FROM TO

Vehicle 002

FROM TO

Vehicle 004

FROM TO

EXAMPLE

FROM TO

1 3

**CASUALTY RECORD**

<p><b>3.4 VEHICLE REFERENCE NUMBER</b> Enter VEH No, which CASUALTY occupied (for pedestrians, code vehicle that struck them first) e.g. 001,002 etc.</p> <p>Casualty 001 0      Casualty 002 0</p> <p>Casualty 003 0      Casualty 004 0</p> <p>Casualty 005 0      Casualty 006 0</p>	<p><b>3.7 SEX OF CASUALTY X</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="6">CASUALTY</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>1</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Female</td> <td>2</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p><b>3.8 AGE OF CASUALTY (Estimate if necessary)</b> For children less than a year enter 00</p> <p>Casualty 001      Casualty 002</p> <p>Casualty 003      Casualty 004</p> <p>Casualty 005      Casualty 006</p>		CASUALTY						1	2	3	4	5	6	Male	1						Female	2						<p><b>3.20 CYCLE HELMET WORN X</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="6">CASUALTY</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th> </tr> </thead> <tbody> <tr> <td>Not a cyclist</td> <td>0</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Yes</td> <td>1</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>No</td> <td>2</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Not known</td> <td>3</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p><b>3.15 CAR PASSENGER (not driver) X</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Not a car passenger</td> <td>0</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Front seat passenger</td> <td>1</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Rear seat passenger</td> <td>2</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p><b>3.16 BUS OR COACH PASSENGER X</b> (17 passenger seats or more)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Not a bus or coach passenger</td> <td>0</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Boarding</td> <td>1</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Alighting</td> <td>2</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Standing passenger</td> <td>3</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Seated passenger</td> <td>4</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		CASUALTY						1	2	3	4	5	6	Not a cyclist	0						Yes	1						No	2						Not known	3						Not a car passenger	0						Front seat passenger	1						Rear seat passenger	2						Not a bus or coach passenger	0						Boarding	1						Alighting	2						Standing passenger	3						Seated passenger	4					
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<p><b>3.18 CASUALTY HOME POSTCODE</b> or Code: 1- Unknown 2- Non UK Resident</p> <p>Casualty 001</p> <p>Casualty 002</p> <p>Casualty 003</p> <p>Casualty 004</p> <p>Casualty 005</p> <p>Casualty 006</p>	<p><b>3.6 CASUALTY CLASS X</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Driver/Rider</td> <td>1</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Veh./pillion Passenger</td> <td>2</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Pedestrian</td> <td>3</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p><b>3.9 SEVERITY OF CASUALTY X</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Fatal</td> <td>1</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Serious</td> <td>2</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Slight</td> <td>3</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	Driver/Rider	1						Veh./pillion Passenger	2						Pedestrian	3						Fatal	1						Serious	2						Slight	3						<p><b>3.14 SEAT BELT IN USE X</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Not applicable</td> <td>0</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Worn and independently confirmed</td> <td>1</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Worn but not independently confirmed</td> <td>2</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Not worn</td> <td>3</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Unknown</td> <td>4</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	Not applicable	0						Worn and independently confirmed	1						Worn but not independently confirmed	2						Not worn	3						Unknown	4																																																				
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**LOCAL STATISTICS**

<p><b>3.10 PEDESTRIAN LOCATION X</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="6">CASUALTY</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th> </tr> </thead> <tbody> <tr> <td>In carriageway, crossing on pedestrian crossing facility</td> <td>01</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>In carriageway, crossing within zig-zag lines at crossing approach</td> <td>02</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>In carriageway, crossing within zig-zag lines at crossing exit</td> <td>03</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>In carriageway, crossing elsewhere within 50m of pedestrian crossing</td> <td>04</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>In carriageway, crossing elsewhere</td> <td>05</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>On footway or verge</td> <td>06</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>On refuge, central island or central reservation</td> <td>07</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>In centre of carriageway, not on refuge, island or central reservation</td> <td>08</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>In carriageway, not crossing</td> <td>09</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Unknown or other</td> <td>10</td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		CASUALTY						1	2	3	4	5	6	In carriageway, crossing on pedestrian crossing facility	01						In carriageway, crossing within zig-zag lines at crossing approach	02						In carriageway, crossing within zig-zag lines at crossing exit	03						In carriageway, crossing elsewhere within 50m of pedestrian crossing	04						In carriageway, crossing elsewhere	05						On footway or verge	06						On refuge, central island or central reservation	07						In centre of carriageway, not on refuge, island or central reservation	08						In carriageway, not crossing	09						Unknown or other	10						<p><b>PEDESTRIAN CASUALTIES ONLY</b></p> <p><b>3.12 PEDESTRIAN DIRECTION X</b></p> <table border="1" style="width: 100%; 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UNCLASSIFIED

*RESTRICTED*  
**CONTRIBUTORY FACTORS**

Sept 2011

1. Select up to six factors from the grid, relevant to the accident.
2. Factors may be shown in any order, but an indication must be given of whether each factor is *very likely (A)* or *possible (B)*.
3. Only include factors that you consider contributed to the accident. (i.e. do NOT include "Poor road surface" unless relevant).
4. More than one factor may, if appropriate, be related to the same road user.
5. The same factor may be related to more than one road user.
6. The participant should be identified by the relevant vehicle or casualty ref no. (e.g. 001, 002 etc.), preceded by "V" if the factor applies to a vehicle, driver/rider or the road environment (e.g. V002), or "C" if the factor relates to a pedestrian or passenger casualty (e.g. C001).
7. Enter U000 if the factor relates to an uninjured pedestrian.

Road Environment Contributed	103	102	101	110	108	107	109	104	105	106
	Slippery road (due to weather)	Deposit on road (e.g. oil, mud, chippings)	Poor or defective road surface	Sunken, raised or slippery inspection cover	Road layout (e.g. bend, hill, narrow carriageway)	Temporary road layout (e.g. contraflow)	Animal or object in carriageway	Inadequate or masked signs or road markings	Defective traffic signals	Traffic calming (e.g. speed cushions, road humps, chicanes)
Vehicle Defects	201	202	203	204	205	206				
	Tyres illegal, defective or under-inflated	Defective lights or indicators	Defective brakes	Defective steering or suspension	Defective or missing mirrors	Overloaded or poorly loaded vehicle or trailer				
Injudicious Action	308	306	302	301	307	310	305	304	309	303
	Following too close	Exceeding speed limit	Disobeyed Give Way or Stop sign or markings	Disobeyed automatic traffic signal	Travelling too fast for conditions	Cyclist entering road from pavement	Illegal turn or direction of travel	Disobeyed pedestrian crossing facility	Vehicle travelling along pavement	Disobeyed double white lines
Driver/Rider Error or Reaction	405	406	403	408	409	401	402	404	407	410
	Failed to look properly	Failed to judge other person's path or speed	Poor turn or manoeuvre	Sudden braking	Swerved	Junction overshoot	Junction restart (moving off at junction)	Failed to signal or misleading signal	Too close to cyclist, horse or pedestrian	Loss of control
Impairment or Distraction	501	502	508	503	509	510	505	504	507	506
	Impaired by alcohol	Impaired by drugs (illicit or medicinal)	Driver using mobile phone	Fatigue	Distraction in vehicle	Distraction outside vehicle	Illness or disability, mental or physical	Uncorrected, defective eyesight	Rider wearing dark clothing	Not displaying lights at night or in poor visibility
Behaviour or Inexperience	602	605	601	603	607	606	604			
	Careless, reckless or in a hurry	Leamer or inexperienced driver/rider	Aggressive driving	Nervous, uncertain or panic	Unfamiliar with model of vehicle	Inexperience of driving on the left	Driving too slow for conditions or slow vehicle (e.g. tractor)			
Vision Affected by	701	703	706	707	708	705	710	702	704	709
	Stationary or parked vehicle(s)	Road layout (e.g. bend, winding road, hill crest)	Dazzling sun	Rain, sleet, snow or fog	Spray from other vehicles	Dazzling headlights	Vehicle blind spot	Vegetation	Buildings, road signs, street furniture	Visor or windscreen dirty, scratched or frosted etc.
Pedestrian Only (Casualty or Uninjured)	802	808	803	801	806	807	805	804	809	810
	Failed to look properly	Careless, reckless or in a hurry	Failed to judge vehicle's path or speed	Crossing road masked by stationary or parked vehicle	Impaired by alcohol	Impaired by drugs (illicit or medicinal)	Dangerous action in carriageway (e.g. playing)	Wrong use of pedestrian crossing facility	Pedestrian wearing dark clothing at night	Disability or illness, mental or physical
Special Codes	901	902	903	904						*999
	Stolen vehicle	Vehicle in course of crime	Emergency vehicle on a call	Vehicle door opened or closed negligently						Other – Please specify below

	1st	2nd	3rd	4th	5th	6th
Factor in the accident	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Which participant? (e.g. V001, C001, U000)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Very likely (A) or Possible (B)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*If 999 Other, give brief details

(Note: Only use if another factor contributed to the accident **and include it in the text description of how the accident occurred**)  
*These factors reflect the reporting officer's opinion at the time of reporting and may not be the result of extensive investigation*

*RESTRICTED*