

## Appendix 9 – LEZ Approval Process

REQUIRED STEPS	1 Consideration of preferred option by Committee	2 Local Authority undertakes consultation on preferred option boundary	3 Local Authority undertakes Traffic Regulation Order (TRO) process	4 Consultation Analysis and Reporting	5 Local authority publishes proposed scheme	6 Objection Period	7 Local authority publishes report on objections	8 Design of final LEZ scheme	9 Consideration of any TRO objections by Committee	10 LEZ scheme submitted to Scottish Ministers for approval	11 Scottish Ministers approve scheme	12 Local authority publishes notice to make final LEZ scheme
NOTES	Following detailed appraisal and modelling, a preferred option is reported to the City Growth and Resources Committee in June 2021.	A local authority making a LEZ must consult with, as a minimum, the statutory consultees outlined in Section 11 of the Transport (Scotland) Act and associated Regulations. Representations received should be received within a period specified by the local authority.	As the Aberdeen LEZ requires changes to traffic management on certain streets to be successful, the TRO process required for these will be undertaken in tandem with consultation and finalisation of the scheme.	Once representations have been made, the Council must to prepare and publish a report detailing the persons consulted and any representations made. The report must indicate how it has taken into account representations received in the course of the consultation.	Once consultation findings have been taken into consideration, the Council can publish their proposed scheme. Local authorities should ensure adequate publicity about the LEZ scheme is given to persons likely to be affected by its provisions.	There is a specified period of time (4 weeks) in which objections can be made to a scheme. Any person can make an objection and objections should be made in writing, outlining the grounds of the objection.	Once the objection period has ceased, the Council must prepare and publish a report outlining: the number of objections received; a summary of the nature of the objections; the Council's response to the objections; and whether it intends to cause an examination to be held.	Adjustments to the LEZ may be required as a result of representations made during the consultation and objection period.	The outcomes of the TRO process will be reported to the November meeting of the Operational Delivery Committee.	The proposed scheme is submitted to Scottish Ministers for approval (as per Section 10 of the Act). The Scottish Ministers will either approve the scheme, request amendments to the scheme, or cause an examination to be held.	Assuming the Scottish Ministers are content with the proposed LEZ, they will approve the scheme.	When a scheme has been approved by the Scottish Ministers, a local authority shall publish a notice to make a LEZ scheme prior to the scheme being made. This triggers the commencement of the grace period.
TO BE ACHIEVED BY WEEK ENDING	25/06/2021											
	02/07/2021											
	09/07/2021											
	16/07/2021											
	23/07/2021											
	30/07/2021											
	06/08/2021											
	13/08/2021											
	20/08/2021											
	27/08/2021											
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	17/09/2021											
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	01/10/2021											
	08/10/2021											
	15/10/2021											
22/10/2021							*					
29/10/2021												
05/11/2021												
Late 2021 / Early 2022										*		
Early 2022												
Spring 2022												

★ Potential examination trigger