

## **TERMS AND CONDITIONS FOR ERECTION OF TEMPORARY SIGNS ON THE PUBLIC HIGHWAY**

This document sets out the terms and conditions for temporary signing of new housing developments and events held on or near the highway. It is based on the information provided by the Highway Authority, Gloucestershire County Council.

Temporary direction signing is only to be used as such; it is not to be used as advertising for a developer or their developments or for special event sponsors.

Where possible the event organiser(s) should make use of services offered by the motoring organisations (such as the AA or RAC), or approved road sign contractors, as this will ensure consistency and compliance with the Traffic Signs Regulations & General Directions 2002.

Failure to comply with any of the terms and conditions will result in the removal of the signs, and in accordance with Section 149 of the Highways Act 1980 any costs incurred will be recovered from the promoting body.

### **Application for Temporary Signing**

All applications must be made using the Temporary Signage on the Highway Network Application form available from Highways Customer Service Team or on the County Council's web site. Applications with the relevant payment should be made no less than one month prior to the signs being placed on the Highway.

The contact details are:

[highways@gloucestershire.gov.uk](mailto:highways@gloucestershire.gov.uk)

Alternatively applications can be made in writing to:

Highways Customer Service Team  
Gloucestershire County Council  
Block 5, Floor 5  
Shire Hall  
Gloucester  
GL1 2TG

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The fee chargeable for this service can be found on our web site and differs per organisation type. If your organisation is a charity, you must provide your registered charity number which will be used to validate your status. If your organisation is a not for profit group, we may make contact to validate the status as part of the application process. A small commercial organisation is defined as having 50 employees or less and an annual turnover of no more than £10.2million.

Applications will be accepted from one of the motoring organisations, (e.g. AA Signs, RAC) or similar independent organisations. The Applicant must have insurance of not less than £5 million indemnifying Gloucestershire County Council in respect of any Third Party claims or demands which may arise from the placing of any sign on the highway.

Evidence of the public liability insurance certificate showing £5m public liability and a location plan showing sign position must be supplied along with the completed application form before any request will be considered.

The Highways Customer Service Team will acknowledge receipt of an application and will aim to give a full response within 28 days of submission.

No other signs related to the special event or development may be erected on the highway by the Applicant or any other persons without consent from the Council. Any unlawful signing or fly posting relating to the event or development may make any consent void, and Gloucestershire County Council, as the highway authority may instruct immediate removal of approved signs and make a charge for the removal.

Following assessment the applicant will be informed of what alterations, if any, need to be done and the form must be re-submitted for consideration.

Approval may be withdrawn at any time at the discretion of the Highway Authority.

On approval of the application, approval stickers are issued with the licence number and expiry date. All authorised signs must display this validation sticker on the reverse of the sign throughout the time the sign is permitted to be placed on the highway. Failure to display will result in the sign being removed from the highway at the cost of the applicant identified in section C of the form.

## **Sign Design & Mounting**

All temporary signs shall comply with SI 2002 No. 3113 (Road Traffic) The Traffic Signs Regulations and General Directions 2002, or any subsequent issuing or amendments to this publication.

Signs are to be designed using transport heavy text:

Signs placed in advance of a road junction or entrance to an event venue (known as advance direction signs (ADSs)) shall be rectangular signs comprising text describing the destination and a horizontal or angled arrow indicating the direction to be taken at the junction or entrance. Exceptionally, an ADS may incorporate the U-turn symbol shown in diagram 2111.1 in the TSRGD1.

Direction signs (DS) shall be placed to indicate the point at which drivers should turn into a road or entrance. DSs consist of a rectangular sign with a pointed end and are commonly known as flag-type signs. They are generally placed opposite the turning, but may be placed in the entrance itself, facing traffic. They must never be placed in advance of the turning.

Signs are to only be erected by an approved contractor.

Where two signs are to be used as a double sided sign, they are to be of the same size and mounted back to back.

When mounting on street- furniture the column/post must be protected using a rubber sleeve. In all cases, signs are to be erected at a height not less than 2.3m above the ground (to underside) on a footway and 2.4m for cycle paths. The sign should not be closer than 0.5m from the edge of the carriageway.

The total surface area of sign attachments permissible on street lamp column is 0.3 metre sq. Therefore if the street light already has a sign on it that is more than 0.3 metre sq. further attachments will not be granted. If the existing sign attachments are less than 0.3 metre sq., then we will need to know the size of the sign to be erected prior to granting permission, in order that the overall 0.3 metre sq. is not exceeded.

Signs fitted to street lamp columns shall not obstruct any ciphering or access panels, or compromise visibility for road users. There will be a need to have a survey of the column, at the applicants cost, to check that the proposed sign will not affect the strength of the column.

Temporary signs should only be fixed to directional signs or street light columns. Under NO CIRCUMSTANCES should signs be fixed to any of the following signs;

- Octagonal signs such as STOP signs
- Triangular signs such as GIVE WAY signs

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- Circular such as no entry"
- traffic signals

Temporary signs must not obscure any part of another sign fixed to the same post. The overall appearance must be tidy and professional in appearance. The fixings must attach the sign securely to its support and must not damage the protective coating of any posts. They should be adequate to prevent rotation or slippage. No plastic cable ties, wire or strings are to be used.

The installation/erection of wooden stakes, poles or any other form of support shall not be permitted with Highway limits, this includes the verge.

The signs shall be positioned so that it does not impede fire hydrants, inspection covers or statutory undertaker's apparatus, nor shall it be placed in such a position as to contravene any traffic regulation order or obstruct visibility.

The maximum size of the sign is to be 1.0sq.m.

No more than one sign per site will be permitted.

Any sign which becomes damaged or unsightly shall be replaced or removed as soon as possible by the organisation placing the sign on the highway or by the highway authority if a safety risk is identified. This additional cost is the responsibility of the event organiser or developer. If the highways authority has been involved, the highways authority will recharge the cost to remove the sign and its fixings to the applicant.

At the end of the period to which any authorisation for the temporary sign relates all signs and fixings shall be removed from site and any damage caused to the highway or street furniture shall be put right by the Applicant or reported to Gloucestershire County Council for repair at the applicants cost.

Any sign and or fixing that remains on the highway network after the expiry of the agreed time period for the display of the sign, will be removed by the Highway Authority and the applicant/owner will be charged the removal fee.

## **Signage for new housing developments:**

All new development signs that receive authorisation will contain the **name of the site only**. No reference will be made to the Developer, number or type of housing. The lorry symbol is to be used when only construction deliveries to a new development are to be signed or where construction deliveries have a separate route from sales traffic.

The house symbol is to be used for sales traffic routes. Both (lorry and house) symbols may be used on the same sign as long as the need for lorry symbol is recognised as above. Two signs with different symbols but for the same development will not be allowed at the same location unless that is the point where the lorry and sales routes go in different directions.

Signs are to be designed using

- Transport Heavy text (in Black)
- Signs located at the junction of the development to have an x-height of 50 mm (TSRGD diag. 2701)
- Signs located in advance of the development to have an x-height of 60 mm (TSRGD diag. 2701.1)
- Yellow background with black border

The development must be designed to include a minimum of 30 bedrooms before signs will be permitted as it is felt that the traffic management case is not great enough to justify signing small sites.

The signs can be initially erected for 6 months or until 80% of the properties have been sold. Further extensions of 6 months can be applied for until 80% of the properties have been sold. Please refer to the web site for the relevant fees.

Signs for developments are restricted to a maximum of 10 signs within a 3 mile radius of the site.

## **Signing for special events:**

Under no circumstances should telephone numbers, internet addresses or other contact details be displayed on temporary traffic signs for special events. Names of event sponsors should not be included unless similar events in the same area at the same time make such identification necessary for traffic management purposes.

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Dates and times should not be included since the signs are not intended to advertise an event, but are for people who know about it and need guidance to the site.

Temporary signs should not be used on routes where there are already permanent local direction or tourist signs to the site, although for some major events it might be desirable to indicate other routes to assist traffic management.

The traffic authority is the final arbiter of the signing appropriate for any event and may remove or re-site any signs which have not been approved, at the expense of the applicant which erected them.

Temporary signs will be kept to a minimum. For Special Events it will be restricted to use from the nearest A or B Road unless in exceptional circumstances (i.e. Gold Cup Racing, The Fairford Air Tattoo), where it is agreed that more extensive signing may be appropriate.

For signs relating to public events, the signs will only have approval to be placed on the Highway 48 hours prior to the commencement of the event, and the organiser shall remove them within 24 hours of the event's conclusion. If any sign remains on the highway after the conclusion of the 24 hour period, the County Council will charge the organisation identified in section C, of the application form, the fee to remove the signs.

Letter size is usually expressed in terms of "x-height", defined as the height of the lower-case letter X in millimetres. The transport alphabets prescribed in the Traffic Signs Regulations and General Directions for traffic signs should be used.

All signs are to be fabricated in accordance with the DOT regulations and drawings.

Temporary signs for special events are restricted to a maximum of 10 signs within a 3 mile radius of the event.