

Guidance and Best Practice for Temporary Signing of New Developments & Special Events



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Foreword

This document sets out the procedures, guidance and best practice for temporary signing of new housing developments and events held on or near the highway.

The guidance is based on the information provided by the Highway Authority, Hampshire County Council.

Temporary directional 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.

Revision History

Version No.	Modification	Author	Date
1.0	Initial Document	OS	12/07/2013
2.0	Addition of Special Event Signage details	OS	25/07/2013
2.1	Revision to SSE Contracting contact details	OS	20/04/2015
2.2	Revision to contact details and addition of reference to those with existing permanent signs	ECP	15/03/2016
2.3	Minimum provision amended from 2 days to 1 week. References to Signage changed to Signing	AP	28/11/2016

Application for Temporary Signing

All applications must be made in writing to the Traffic Management Team no less than one month prior to the signs being required.

The contact details are:

trafficteam@havant.gov.uk

Alternatively applications can be made in writing to:

Parking & Traffic Management
PO Box 263
Petersfield
GU32 9FD

No fee is chargeable for this service.

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

The Applicant shall, when required by the Council, produce evidence of such insurance to the satisfaction of the Council and the Highway Authority, Hampshire County Council.

The Traffic Management Team will acknowledge receipt of an application within 48 hours and will aim to give a full response within 10 working days of submission.

Applications for temporary signing of new housing developments or events **must** be submitted with:

- a detailed plot of the locations for the proposed signing,
- a signing schedule detailing:
 - the legend on the sign
 - road name and sign location (i.e. lighting column number)
 - and direction / type of sign to be used (i.e. left arrow / 3rd exit / u-turn)

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 Hampshire County Council, as the highway authority may instruct immediate removal of approved signs.

All street lighting columns within Hampshire are owned by SSE (Scottish and Southern Energy), and not by the highway authority. **Therefore any signs to be attached to street lighting columns not only require the highway authority's consent but also require separate consent from the columns' owners, SSE Contracting, before they can be erected.**

SSE Contracting can be contacted via email – tpa@ssecontracting.com

Sign Design & Mounting

All permissible signs are to conform to 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 (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

(See DfT Working Drawings on page 9 of this document for more information.)

Signs placed in advance of a road junction or entrance to an event venue (known as advance direction signs or 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.



Example of an advance direction sign (ADS).

Direction signs (or DSs) 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.



Example of a direction sign (DS).

When mounting on street lighting columns using metal banding, protective materials (such as neoprene) are to be used to protect the coating of the lighting column.

In all cases, signs are to be erected at a minimum height of 2100 mm or 2400 mm when over a cycle network, and 450 mm from the edge of the carriageway.

Signs of surface area greater than 0.3 m² shall not be fitted to lamp columns. Signs fitted to lamp columns shall not obstruct any ciphering or access panels, or compromise visibility for road users.

Temporary signs should never be fixed to posts which already support any of the following signs:

- STOP
- GIVE WAY
- "no entry"
- speed limit (other than repeater signs)
- traffic signals

Using posts which carry regulatory signs or triangular warning signs should be avoided where there is risk of confusing drivers or distracting their attention. Temporary signs that include dates and/or times should not be co-located with existing traffic signs.

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.

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

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 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.

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. Dates and times should not normally 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 body which erected them.

Location of Signs

Authorisation for the mounting of signs on the public highway will only be given from the **nearest point on the classified road network** to the development or event site, unless there are extenuating circumstances.

The classified road network, for the purposes of temporary signing includes roads designated class A, B or C.

If the main access to the development is sited on a classified road, then **NO** signing will be authorised for erection on the public highway, other than at the development or event site itself, unless the visibility of the access is compromised due to circumstances beyond the control of the developer or Council. In this case the Traffic Management Team should be contacted to discuss the locations of the signs

In such cases the Traffic Management Team should be contacted to discuss the locations of the signs prior to erection of any signing.

Timescales for Signing

Signing for new housing developments:

- Directional signage with the house symbol (for visitors), as prescribed in TSRGD diag. 2701, will only be permitted a **maximum of 5 days before the completion of works to the development show home and the site is open to the public.**
- Prior to this time, signage will only be permitted for site construction traffic. Signs of this nature must feature the lorry symbol, (diag. 804.1 of the TSRGD).
- Site construction traffic signage will only be permitted **a maximum of 1 week prior to the start of construction** on the development and must be removed on completion of the show home, whereby visitor signage as described above should be erected in locations that authorisation permits.
- Signing will be permitted for a maximum duration of 6 months or **completion of the construction of the development**, whichever is earlier. Extensions to this may be requested in writing to the Traffic Management Team.
- No sign may continue to be displayed after development of the housebuilding site is completed; or for more than two years.
- All temporary signing **must** be removed within 14 days of completion of the construction of the development.

Signing for special events:

- Directional signing for events will only be permitted **a maximum of 2 days prior to the event**, and must be removed the day after the event has finished..

DfT Working Drawings

Drawing No. P 2701 Sheet 1 of 2	Related Drawings T 32 & T 53	Before using this drawing, confirm that it has not been superseded.	© CROWN COPYRIGHT
		NOTES: 1. The legend is from the Transport Heavy alphabet at the x-height shown. 2. Details of the house symbol are given on drawing S 53 and the lorry symbol on drawing S 32 (sheet 1). 3. The tile outlines do not form part of the signs. 4. COLOURS : Background ----- YELLOW Legend, Symbols, Chevron & Border --- BLACK 5. DIMENSIONS : x-heights are in millimetres, other dimensions are in stroke widths. (4sw = x-height) 6. See sheet 2 for variants showing distances. See Chapter 7 of the Traffic Signs Manual for further design guidance.	
VARIANT 		VARIANT 	
VARIANT <p style="font-size: small;">* This dimension is increased to 1sw when the legend directly above the house symbol has a descender.</p>		VARIANT <p style="font-size: small;">The lorry symbol points in the direction of the chevron but the house symbol stays the same. The lorry always points away from the house.</p>	
P2701-1	Title: Temporary Directional Signs DIRECTION TO A NEW HOUSING DEVELOPMENT		Issue: Date: A: 5.6.95 B: 27.10.04 C:
		Drawn by: S.P. Approved by: R.M.	Dimensions: SEE NOTE 5 Drawing No: P 2701 Sheet 1 of 2

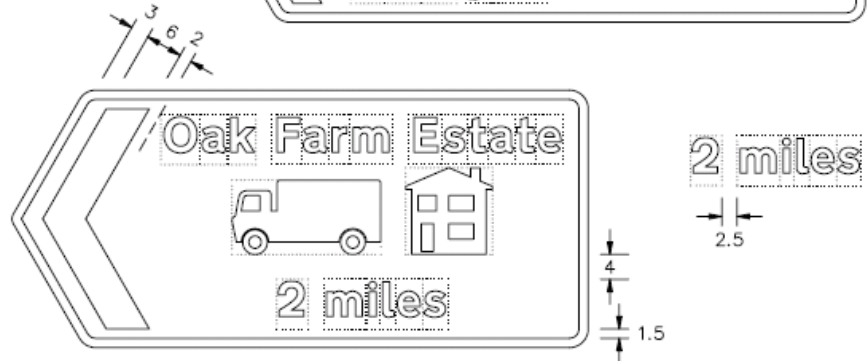
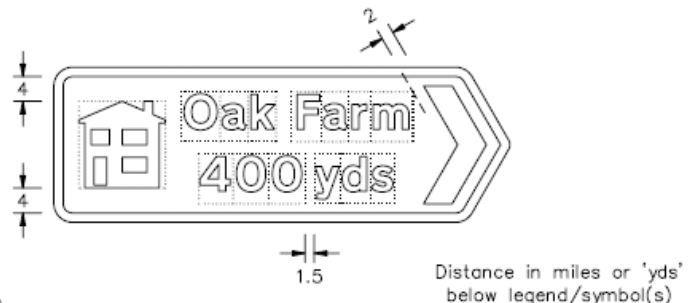
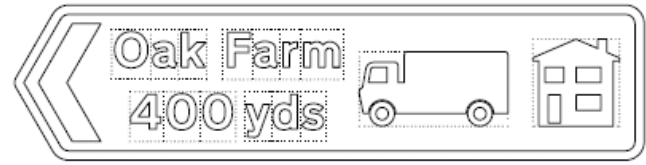
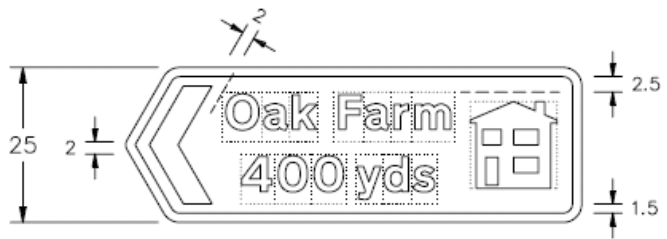
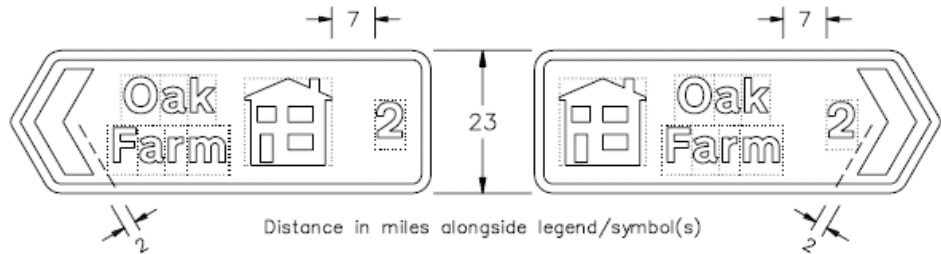
Drawing No.
P 2701
Sheet 2 of 2

Related Drawings
T 32 & T 53

Before using this drawing, confirm that it has not been superseded.

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- NOTES:
1. The legend is from the Transport Heavy alphabet at the x-height shown.
 2. Details of the house symbol are given on drawing S 53 and the lorry symbol on drawing S 32 (sheet 1).
 3. The tile outlines do not form part of the signs.
 4. COLOURS : Background ----- YELLOW
Legend, Symbols, Chevron & Border --- BLACK
 5. DIMENSIONS : x-heights are in millimetres, other dimensions are in stroke widths. (4sw = x-height)
 6. See sheet 1 for other dimensions and for other variants. See Chapter 7 of the Traffic Signs Manual for further design guidance.



P2701-2

	Title:	Temporary Directional Signs	Issue:	Date:	Drawn by:	Dimensions:	Drawing No.
	DIRECTION TO A NEW HOUSING DEVELOPMENT (variants)		A:	5.6.95	R.M.	SEE NOTE 5	P 2701
			B:	27.10.04	Approved by:		Sheet 2 of 2
			C:		R.M.		

Drawing No.
P 2701.1

Related Drawings
T 32 & T 53

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NOTES: 1. The legend is from the Transport Heavy alphabet at the x-height shown.

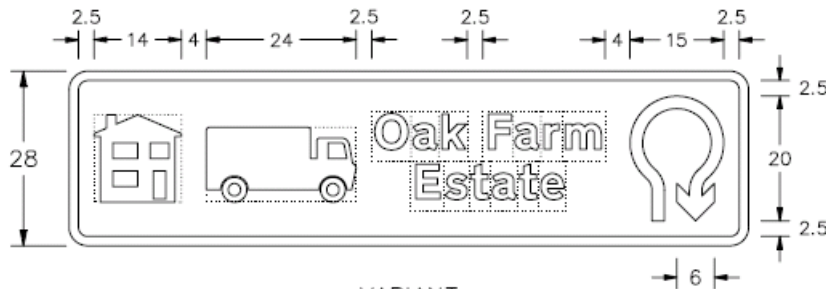
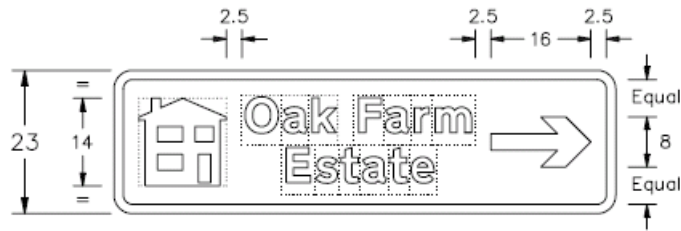
2. Details of the house symbol are given on drawing S 53 and the lorry symbol on drawing S 32 (sheet 1). The lorry symbol is directional and always points away from the house symbol.

3. The tile outlines do not form part of the signs.

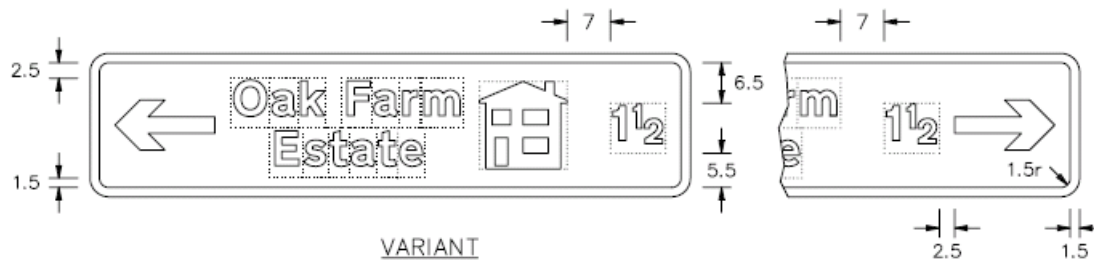
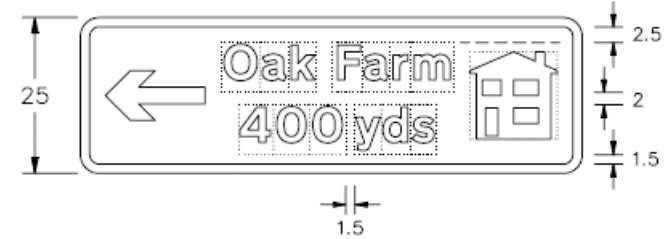
4. COLOURS : Background ----- YELLOW
Legend, Symbols, Arrow & Border --- BLACK

5. DIMENSIONS : x-heights are in millimetres, other dimensions are in stroke widths. (4sw = x-height)

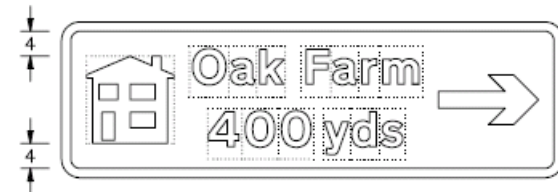
6. See Chapter 7 of the Traffic Signs Manual for further design guidance.



VARIANT



VARIANT



VARIANTS

P2701x1

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**Department for
Transport**

Title: Temporary Directional Signs
JUNCTION AHEAD LEADING TO
A NEW HOUSING DEVELOPMENT

Issue: Date:
A: 27.10.04
B:
C:

Drawn by:
L.W./R.M.
Approved by:
R.M.

Dimensions:
SEE
NOTE 5

Drawing No.
P 2701.1