

NORTH LINCOLNSHIRE COUNCIL

**HIGHWAYS AND NEIGHBOURHOODS
CABINET MEMBER**

**POLICY FOR THE PROVISION AND MAINTENANCE OF TRAFFIC SIGNS, ROAD
MARKINGS AND ROAD STUDS ON THE PUBLIC HIGHWAY
PLACES DIRECTORATE**

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To approve an update of the 'Provision and maintenance of traffic signs, road markings and roads studs on the public highway' policy (the policy). The policy was first introduced in October 2006.

2. BACKGROUND INFORMATION

- 2.1 The policy in question was approved in October 2006.
- 2.2 The introduction of the policy provides great benefit to the environment and community. The provision of high quality traffic signing and lining contributes to the safety and movement of our local road users. As well as assisting visitors driving in the area. It also controls the use of illegal and unauthorised signing. It further encourages sympathetic design of traffic signs. This is very important to the visual appearance of towns and villages.
- 2.3 This policy identifies the procedures and guidelines for the placement and maintenance of traffic signs, road markings and road studs. There is a need to limit such signs. These can create clutter, prove detrimental to road safety and have an adverse impact on the visual environment.
- 2.4 This policy forms the basis of the decision making process for the provision of all traffic signs, road markings and studs on the public highway. In certain exceptional circumstances, other options are considered. That is if they are of benefit to the local environment or to road safety. Approval of alternative options are at the discretion of the Director of Places. This is in consultation with the relevant Cabinet Member. Initial contact with the Traffic Team is required in all circumstances where a variation to the policy is requested.
- 2.5 This policy applies to the following:
- All persons employed by North Lincolnshire Council, either directly or indirectly.
 - The general public.
 - Town and Parish Councils or Civic Societies.

- Any business or organisation intending to provide or apply for the provision of signs on the public highway for directional or advertisement purposes.
- Any housing development company or private consultant employed by that company who will provide new road infrastructure to the existing network.
- Any charitable organisations wishing to advertise local events.
- Any statutory undertakers (Gas, Water, Electricity, Telecom) or highway contractors.
- Residents' Associations.
- Any political party or political representatives.

2.6 There is a need to provide high quality road signing across the road network. This is for the following reasons:

- Well-maintained traffic signs and road markings may contribute towards a 50 per cent reduction in accidents (*source – "Cosmetic or Crucial? The case for good signing & lining": ARTSM/RSMA 1998*).
- 1/3 of the UK driving population is over 55. On average, the eyesight of a person aged 55 is eight times worse in comparison to a person aged 20. Bigger and brighter signing is needed, using high performance (micro prismatic) materials. This will assist a large percentage of drivers.

2.7 In the intervening period since the introduction of this policy, the traffic and road safety field has seen many changes. The biggest change is Traffic Signs Policy Paper, October 2011, "Signing the Way", from the Department of Transport (DfT). This is the most significant review of national traffic signs policy in over forty years. This builds on the strengths of the current signing system. It sets out new policies that will help meet the challenges of tackling congestion. Moreover, it improves the road environment on our roads.

2.8 The review provides a framework for a new system, which retains national consistency. However, it provides significantly more discretion and freedom for local authorities to design and deliver traffic signs that meet local needs. In doing so, the review will reduce the need for central government approval of non-standard signing. It will reduce costs and allow local authorities the flexibility to deliver timely traffic management solutions.

2.9 There is a timetable for a programme of implementation for specific measures. This is highlighted in the 'Signing the Way' policy paper. It is scheduled for the next few years to tie in with a complete overhaul of the Traffic Signs Regulations and General Directions. The proposed introduction is in 2014.

2.10 This gave opportunity to review the council's existing policy with a view to incorporating aspects of the DfT national signing review now. To both clarify certain areas of the policy that have not been clearly understood or there have been developments in a particular field.

Whilst at the same time making the policy more flexible. This is government's wish. A copy of the proposed amended policy has been deposited in each political group office.

2.11 The main changes are:

- Update changes to council departments and staff.
- Additional information for placement of horse warning signs.
- Additional information for placement of wild animal signs.
- Additional information for parking restrictions, pavement and verge parking, residents parking and Traffic Regulation Orders (TROs).
- Additional information on temporary signage and other signage.
- Clarification for traffic mirrors on the highway.
- Updated road markings specification.
- Additional information on placement of "A Frames" on the highway.
- Additional tourist signing information.
- Additional community speedwatch information.

3. OPTIONS FOR CONSIDERATION

3.1 The options for consideration are either to approve the updated policy or to retain the existing version.

4. ANALYSIS OF OPTIONS

4.1 Approving the updated policy will bring our policy in to line with the national traffic signing review by the DfT. This will allow North Lincolnshire Council the flexibility to deliver timely traffic management solutions.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

5.1 There are no financial, staffing, property or IT implications to consider.

6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 – CRIME AND DISORDER, RISK AND OTHER)

6.1 The introduction of this policy provides great benefit to the environment and community. The provision of high quality traffic signing and lining contributes to the safety and movement of our local road users. As well as assisting visitors driving in the area. It also controls the use of illegal and unauthorised signing and encourages sympathetic design of traffic signs. This is very important to the visual appearance of towns and villages.

6.2 The use of microprismatic retroreflective sign face material for certain signs, as identified in the Traffic Signs Regulations and General Directions. Allowing for the removal of internal or external lighting requirements. Thus saving energy costs and reducing carbon emissions.

6.3 The authority has a statutory duty to maintain the highway network.

6.4 There are no other implications associated with this report.

7. **OUTCOMES OF CONSULTATION**

7.1 The proposal has been discussed internally with various officers within the Places Directorate. This was with consideration to the national Traffic Signs Policy Paper, October 2011, "Signing the Way", from the Department of Transport (DfT).

8. **RECOMMENDATIONS**

8.1 That the Cabinet Member notes the update and approves the changes.

8.2 That the full report be made available on the North Lincolnshire Council website.

DIRECTOR OF PLACES

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Author: Mike Simpson
Date: 1 September 2012

Background Papers used in the preparation of this report:

- Environment & Transportation Cabinet Member meeting on 20 October 2006 (Minute 156(18))
- Policy for the Provision & Maintenance of Traffic Signs, Road Markings & Road Studs on the Public Highway – Approved policy version 1 October 2006
- Department for Transport Traffic Signs Policy Paper "Signing the Way", October 2011
- Traffic Signs Regulations & General Directions 2002 & Amendments
- Traffic Signs Manual – Chapters 1 to 7

Policy for the provision & maintenance of

Traffic signs, road markings and road studs

on the public highway

Version 2 - Final - August 2012



FOREWORD

FROM PETER WILLIAMS DIRECTOR OF PLACES



“Our vision is for a dynamic, high performing, customer focussed council, giving the best possible value for money and changing outcomes for all people living and working in the area. Traffic signs and road markings are a key feature for the safe and efficient movement of traffic on our network. The policy will ensure that what we provide on the highway is consistent, well designed and well maintained.”

FROM COUNCILLOR NIGEL SHERWOOD CABINET MEMBER FOR HIGHWAYS AND NEIGHBOURHOODS



“The introduction of a policy for the provision of traffic signs and road markings within North Lincolnshire will provide great benefit to our environment and our community. The provision of high quality signing and lining will contribute to the safety and movement of our local road users, as well as assisting visitors driving into the area. To control the use of illegal and unauthorised signing and encourage sympathetic design of traffic signs are very important to improving the visual appearance of our towns and villages”.

COUNCIL PRIORITIES

North Lincolnshire Council has set four priorities to focus directly on where its efforts and resources are directed, which are:

- ***Excellence in customer service***
- ***Provide value for taxpayers’ money***
- ***Make our communities stronger***
- ***Regenerate our area and increase prosperity***

This policy aims to contribute to achieving those priorities. By providing road signs, using the highest quality reflective materials available, this will help to enhance road safety by making them more visible and legible to older drivers. Adherence to the policy, thus ensuring consistent traffic signs design and provision, as well as discouraging the presence of unauthorised signing on the public highway, will assist with enhancing the appearance of both the urban and rural environment.

This policy will also contribute towards the achievement of two of the key aims of the Places Directorate, to provide safer roads and better well-maintained routes.

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GLOSSARY OF TERMS

TRO	Traffic Regulation Order
DfT	Department for Transport
TSRGD 2002	Traffic Signs Regulations & General Directions 2002
TSM	Traffic Signs Manual
ADS	Advance Direction Sign
REC	Regional Electricity Company
TCPA	Town & Country Planning Act

SECTION 1 - INTRODUCTION

- 1.1 This policy identifies the procedures and guidelines for the placement and maintenance of traffic signs, road markings and studs within the public highway. Any traffic sign means those that are of a temporary or permanent nature. As one of the Places Directorate's key aims is 'better routes', this policy will also give advice on dealing with the placement of non-authorized signing, such as fly posters and other public information notices, within the public highway. There is a need to limit such signs, the placement of which can create clutter, be detrimental to road safety and have an adverse impact on the visual environment.
- 1.2 The public highway means those highways that are maintained at public expense.
- 1.3 This policy is applicable to the following:
- All persons employed by North Lincolnshire Council, either directly or indirectly.
 - The general public.
 - Town and Parish Councils or Civic Societies.
 - Any business or organisation intending to provide or apply for the provision of signs on the public highway for directional or advertisement purposes.
 - Any housing development company or private consultant employed by that company who will provide new road infrastructure to the existing network.
 - Any charitable organisations wishing to advertise local events.
 - Any statutory undertakers (Gas, Water, Electricity, Telecom) or highway contractors (refer to section 8.3).
 - Residents' Associations.
 - Any political party or political representatives (refer to section 8.4.2.).
- 1.4 North Lincolnshire Council, as the Highway Authority, is responsible for the provision of signing on the road network throughout North Lincolnshire other than on motorways and trunk roads. This is the responsibility of the Highways Agency. The following motorways and trunk roads are the responsibility of the Highways Agency:
- **A160, A180, M180, M181**
- 1.5 There is a need to provide high quality road signing throughout the North Lincolnshire road network for the following reasons:
- Well-maintained traffic signs and road markings may contribute towards a 50% reduction in accidents (*source – "Cosmetic or Crucial? The case for good signing & lining": ARTSM/RSMA 1998*).
 - One third of the UK driving population is over 55 years old. On average, the eyesight of a person aged 55 is 8 times worse in comparison to a person aged 20. Signing should therefore be bigger and brighter, using high performance (micro prismatic) materials, to assist such a large percentage of the driving population.

- 1.6 This policy forms the basis of the decision making process for the provision of all traffic signs, road markings and studs on the public highway. In certain exceptional circumstances, other options may be considered if they are of benefit to the local environment or to road safety. Approval of alternative options will be at the discretion of the Director of Places, in consultation with the Cabinet Member for Highways and Neighbourhoods. In all circumstances where a variation to the policy is requested initial contact with the Traffic Team is required.

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SECTION 2 - PROVISION OF ALL TRAFFIC SIGNS

2.1 All traffic signs and road markings shall conform to the Traffic Signs Regulations and General Directions 2002 (TSRGD 2002), together with guidance stipulated in the Traffic Signs Manuals (TSM), and all subsequent amendments.

2.2 Any traffic sign layout that does not conform to the above is a departure from standard and shall therefore require special written authorisation for use on the public highway from the Department for Transport.

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3/26 Great Minister House
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London
SW1P 4DR.*

2.3 Two of the key aims of the Places Directorate are to provide safer roads & better routes within North Lincolnshire. As part of these aims, it is important to provide high quality road signing. Road users depend on traffic signing for information and guidance throughout the road network. The Places Directorate therefore aims to provide, manage and maintain road signing to a consistent standard:

- For the efficient working and enforcement of road traffic regulations.
- To aid road safety and reduce the risk of injury.
- To maintain effective traffic control.
- That does not create unnecessary and confusing sign clutter.
- To deter the provision of illegal signing.
- To maintain existing signing on the network so that information remains clear, visible and legible.

2.4 To be sympathetic with the surrounding environment within those areas where it is necessary to preserve local distinctiveness and positively contribute to the local environment, such as in conservation areas. Where schemes involving provision or replacement of traffic signs and road markings will take place within such areas, it will be necessary to consult with the Environment Officer for Built Conservation on 01724 297396. Traditional non-reflective direction signs make a very important contribution to the local character of villages within North Lincolnshire. For details regarding maintenance of such signs, refer to section 15.17.

2.5 For all new or replacement warning, regulatory (except parking restriction signs) and directional signing on all urban single carriageway roads, the sign face shall be specified in full cubed micro prismatic material to BS 8408:2005. This material shall also be used on all rural roads, unless circumstances, such as for placement of chevrons on a bend, warrant use of a lower performance material for road safety reasons (e.g. where the higher performance materials may be too bright and cause dazzle). In such circumstances, the use of High Intensity Performance material should be considered. Any sign faces that are mounted perpendicular to the road (parking restriction signs and cycle route signs) shall be manufactured in Class Ref.2 sign face material to BS EN

12899-1 (formally classified as Class 1 material to BS 873, part 6). For information on the maintenance of traditional none-reflective Direction signs, refer to section 15.17.

2.6 With reference to potential energy savings and ease of maintenance, North Lincolnshire Council have obtained Department for Transport approval for the use of non-illuminated bollards on North Lincolnshire highways, subject to adherence to certain criteria for their use. Further details are listed in section 16.11.

2.7 As from January 1 2006, all who specify the use of fixed permanent road traffic signs on the public highway needs to be aware of the new classifications for specifying sign face materials. The former UK categorisation of Class identification to BS 873 part 6: 1983 has now been replaced to follow the European Standards, to BS EN 12899-1. The changes are as follows:

Old Regulations BS873 part 6 1983 (British Standard)		New Regulations BS EN 12899-1 (European Standard)
Class 1 (Hi-Intensity Grade) <i>amended to</i>	—————▶	CLASS REF 2
Class 2 (Engineering Grade) <i>amended to</i>	—————▶	CLASS REF 1

2.8 Further advice on specifications for signing is available for the Traffic Team.

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SECTION 3 - DIRECTION SIGNING (Chapter 7: Traffic Signs Manual 2003 & Local Transport Note 1/94).

3.1 The purpose of direction signing is as a navigational aid to settlements throughout the North Lincolnshire area and through the district to other primary destinations in other adjoining counties. Directional signing can be categorised as follows:

- Advance Directional Signs – giving route information in respect of a junction ahead.
- Directional Signs – Placed *at* a junction and pointing along specific routes.
- Route Confirmatory Signs – those signs placed after a junction giving confirmation as to the route being followed (see section 3.14).



3.2 In order to maintain **continuity of information**, once a destination or route number has appeared on a direction sign it must continue to appear on all subsequent signs until that destination is reached or the route number changes. This is the key element to route signing. This will include provision of flag signs on splitter islands at roundabouts, but only those indicating the destinations reached by a particular exit.

3.3 With reference to section 3.2, where new direction signs are to be provided at a site, collation of information contained on surrounding route signs is an important part of the design process. This ensures that the correct destinations and route numbers are provided that coincides with the details on surrounding signs that maintains continuity of information for travellers in each possible direction to and from that site. This can be a complicated process which can, at times seem illogical to local road users, whose familiarity with the highway network would lead them to choose an alternative route in an altogether different direction to reach a destination than is provided on some signs. Direction signs are provided to navigate unfamiliar visitors to destinations within, or through the area with minimal disruption or diversion. Directing visitors onto the nearest available primary road network, 'A' class road or motorway link avoids unnecessary use of minor local routes which could have a detrimental impact on a number of local settlements.

3.4 On advance directional signs, the maximum number of destinations shown for all possible directions is six. Where there are more than six destinations required, the information must be provided on two signs. These guidelines will only differ from the stipulation of six destinations where there is not adequate space to provide two separate signs.

- 3.5 For flag type directional signs, where the number of destinations would result in the height of the sign face exceeding 59 stroke widths (*term used in the design of traffic signs*), the information shall be split into two separate signs. Where such signs are split into two, the more important destinations shall be provided on the top sign of the two.
- 3.6 The categories of place names and the order they should appear on the sign face, from top to bottom, on directional informatory signs are as follows:
- a) Regional Destinations (e.g. The NORTH).
 - b) Motorway Destinations (route number patches on all-purpose road signs).
 - c) Place name destinations, generally in the order of furthest first. Where destinations with different bracketed route numbers are associated with the same direction they should be listed in the order in which each junction ahead is reached.
 - d) Car Park Destinations (on white panels when on green background signs)
 - e) Panelled Destinations (other than motorway, primary or non-primary routes) in the following order:
 - Tourist Attractions (BROWN panel)
 - Advisory Lorry Routes (BLACK panel)
 - Cycle Routes (BLUE panel)
 - Ministry of Defence Establishments (WHITE with red border panel)

3.7 **Primary Destinations**

The Department for Transport provides a national list of primary destinations, which are linked to primary routes. Designated primary destinations within North Lincolnshire are:

SCUNTHORPE
HUMBER BRIDGE

- 3.7.1 Other primary destinations provided on signs where routes cross county boundaries are:

DONCASTER
GAINSBOROUGH
GOOLE
GRIMSBY
HULL
IMMINGHAM
LINCOLN

- 3.7.2 Primary route numbers within North Lincolnshire are as follows:

A18 (From Queensway roundabout to Frodingham Grange Roundabout, in Scunthorpe).

A15
A159
A160
A180

- 3.7.3 Any advance directional sign (ADS) provided on one of the above **primary routes** will have a green background, with a white border. Any primary destinations on the sign will be in white text, with the route number in yellow text. Any non-primary destinations are indicated in a white panel with black text. For motorway destinations, a blue panel with white text indicates these.
- 3.7.4 Where an ADS is provided on a **non-primary** section of road, the sign background will be white, with a black border. A green panel with white text will indicate a primary destination on such signs. The primary route number within that panel will be in yellow text. In situations where that primary destination is not part of the present route or does not lead directly from the junction ahead, any destination indicated along that route will remain outside of any panel in black text. The primary route number will remain inside a green panel, with the number shown in brackets. Any other non-primary destinations and route numbers will be in black text. Again, for motorway destinations, a blue panel with white text indicates these.
- 3.7.5 For other destination types on both types of ADS signs indicated in sections 3.7.3 and 3.7.4, such as tourism destinations or Ministry of Defence sites, a brown panel with white text and a white panel with red border and black text, respectively, will identify them.
- 3.7.6 The stipulated list of primary destinations must be followed. On a primary route, the route number, furthest primary destination and nearest primary destination to be reached shall be signed. Other primary destinations on the same route shall be omitted until they become the next primary destination to be reached. Primary routes shall always be signed from non-primary destinations back to the primary network, as is stipulated in section 3.3.
- 3.8 For route numbers, only 'A' class, 'B' class and motorway roads are permitted for inclusion on direction signs.
- 3.9 Flag type directional signs, at an actual junction, are in colours appropriate to the route to which they are pointing.
- 3.10 Route numbers when used should always be bracketed, unless they refer to the present route or to a route leading directly from the junction ahead.
- 3.11 All local and non-primary routes shall be signed with a white background, black text and a black border. Any use of blue-bordered local directional signs has been eliminated. Where such signs exist, they should be programmed for updating and replacement.
- 3.12 **Secondary Destinations**

These are non-primary destinations, but nevertheless are key settlements in North Lincolnshire on 'A' or 'B' class roads. On non-primary 'A' and 'B' class roads, the same principle applies as with primary routes, with route number, destination and the next most important destination to be reached being signed. Secondary destinations in North Lincolnshire are:

**BARTON UPON HUMBER
BRIGG
BROUGHTON**

**CROWLE
EPWORTH**

**KIRTON IN LINDSEY
WINTERTON**

3.13 **Other Local Destinations**

These are destinations that are of less navigational importance but because of their size and location may generate a reasonable level of traffic requiring direction. Some of these destinations may be located on 'A' class roads, but tend to be on 'B' or 'C' class roads. These will not be signed as forward destinations, but may be signed from the junction with the nearest 'A', 'B' or 'C' class road in the vicinity.

3.14 **Route Confirmatory Signing**

These signs are generally placed after junctions where the advance direction signs do not give distances to the various destinations. A route confirmatory sign will normally show the route number, destinations reached and the distances to those destinations. In some cases it is appropriate to give information relating to another route that can be reached at the junction ahead.

Where distances are indicated, fractions to the nearest quarter of a mile may be used for distances of less than 3 miles. Distances over 3 miles must be rounded to the nearest mile.

3.15 **Other Direction Signing**

Certain destinations may be signed from the boundary of a built-up area within which they are located. The following are a list of remaining destinations that may be included on signs:

- Transport Interchanges
- Visitor Facilities (Car Parks, Tourist/Public Information Centres)
- Public Leisure Facilities
- Local Industrial Parks/Estates
- Town Centres
- Public Buildings and Council Offices



Where a church is not visible from a main route through a town or village and may be difficult to find, they may be signed from the nearest point from that main route. This will be classed as low priority signing and therefore costs may need to be met for providing such signs by the requesting body.

- 3.16 For information on traditional non-reflective type (finger posts) directional signs, refer to section 15.17 of this policy.

- 3.17 No other company or commercial names, other than is as described in section 12, shall be incorporated into direction signs.
- 3.18 All other establishments, like schools or youth clubs for example, requesting signs will be assessed on an individual basis. They will be treated as low priority and therefore will be subject to the number of existing signs on the network at requested locations. Establishments like this should be encouraged to direct visitors using existing traffic signs and should advertise this accordingly in any publicity and associated websites. Costs may need to be met for providing such signs by the requesting body.

SECTION 4 - WARNING SIGNS (Chapter 4: Traffic Signs Manual 2004).

- 4.1 Warning signs are used to alert drivers to a potential danger on the road ahead. The signs will indicate a specific caution where vigilance and a reduction in speed or other manoeuvre is necessary.
- 4.2 The Highway Authority shall provide warning signs where it has assessed that a hazard exists that would not otherwise be readily apparent to road users. Sizes of warning signs are to be as stipulated in section 14.
- 4.3 For any request to the Highway Authority for Diagram 550.1 (shown below), which will indicate the presence of accompanied horses or ponies, the requesting body must be aware of the following criteria that is necessary for the provision of such signs to be considered:



- ✓ Traffic volumes must exceed 500 vehicles per day.
- ✓ There is a stable located on or directly adjacent to that section of highway and the numbers of accompanied horses or ponies entering the highway must be a minimum of 5 per day.
- ✓ For signs to be provided on a particular section of highway, to indicate where accompanied horses or ponies regularly **cross** that particular section of highway, not for riding along it, where they then constitute part of the general traffic flows.
- ✓ Letter from the British Horse Society with their support for the need for signing at the location.
- ✓ Police reported accident history and incident history involving vehicles; pedestrians and horses will be taken into consideration.
- ✓ Applicant to specify location and length of normal route taken

In situations where traffic volumes exceed 5000 per day, the Diag. 550.1 signs will be considered on its merits without the need to meet the visibility criteria set out below. Where traffic volumes fall below this figure, the use of the sign will only be considered if the approach visibility is less than is shown below:

85% ile Speed of Private Cars	Clear Visibility
mph	Metres
Up to 40	80
40 - 50	120
50 - 60	160
Over 60	210

- 4.3.1 Where existing diagram 550.1 sign plates are programmed for replacement, the site should first be re-assessed for suitability of providing such signs, based upon the above criteria. Where a site does not meet the criteria, the signs shall be removed from site and not replaced.
- 4.4 The use of fluorescent coloured backing boards on warning signs must be effective for its purpose and shall therefore be limited. All sites will be assessed individually, looking at both accident records and environmental aspects.
- 4.5 In relation to the Highway Authority aims for reducing the severity of accidents on the region's roads, careful consideration must be given to the use of softer, more flexible, forms of traffic sign provision when new and replacement signs are to be provided. This is especially relevant at high-risk sites with a known relatable injury accident record or a high occurrence of sign replacement resulting from conflict with vehicles leaving the carriageway, where the traditional steel post and sign plate format can have a bearing on the severity of any impact type injury accident.



- 4.6 To achieve the necessary effectiveness, it is key that the sign plates provided at a site are adequate in size for the speed of the road it is erected on. Refer to section 14.13 for guidance on the required sign plate sizes. The correct siting of the traffic sign from the hazard is also vital in relation to vehicle speeds. Locating a sign too close to a hazard is unlikely to give drivers sufficient warning. Guidance on correctly locating warning signs is also listed in section 14.13.
- 4.7 No more than two signs should be erected on one post, as drivers will have problems assimilating the information. Where a supplementary plate accompanies one sign, this is still regarded as one sign.
- 4.8 A warning sign should not be erected on the same post as a give way or stop sign, nor should one be incorporated with a speed limit sign. Where located with other types of sign, the triangular warning sign should always be mounted at the top of the post.
- 4.9 Where two warning signs are located together, the sign relating to the hazard that a driver approaches first should be mounted at the top of the post.

- 4.10 Diagram 557 (shown below), 'Slippery Road Ahead' warning signs shall be erected on each approach to all newly completed highway schemes, where the carriageway surface has been replaced with stone mastic asphalt material.



The signs are considered necessary where the performance of that surface is reduced for a period of time until continuous vehicular overrun cleans the bitumen off the stone content, hence improving the grip of the surface. Highway Authority representatives will carry out checks to establish the performance of the carriageway surface after a six-month period. If the performance of the road surface is deemed to have improved to satisfactory levels, the signs shall be removed from site.

- 4.11 For signs mounted on the public highway, where numerical details are displayed within a specific warning sign, or in most cases, on its supplementary plate, this must be stipulated in yards or miles (or in permitted fractions of a mile). No signs referring to horizontal distances along a carriageway shall stipulate numerical figures in metric. The use of metric is only permitted when stipulating vertical distances for maximum headroom from the road surface to the underside of a bridge. In these instances, the metric sign cannot be displayed alone and must be supplemented by an identical warning sign portraying the information in imperial measurements.

- 4.12 Diagram 551 (shown below) 'Wild Animals in Road Ahead' warning signs shall only be located at known deer crossing points or locations with a known accident problem involving deer. The use of this sign should be limited as the chances of seeing wild animals in the road in general is low and there is little national evidence to say how useful the sign is. Peaks in deer related traffic collisions occur during May followed by October through to December. Highest risk periods are from sunset to midnight followed by the early hours of the morning shortly before sunrise. As a consequence the use of flap type signs opened at the relevant times of year should be considered instead of a permanent sign to maximise impact. All requests will be subject to investigation by the Traffic Team.



SECTION 5 - REGULATORY SIGNS (Chapter 3: Traffic Signs Manual).

- 5.1 Regulatory signs and lines are used to put into effect traffic regulation orders that may impose restrictions on speed, width, weight, height, movement (turning or access for specific modes of travel) or waiting and loading. This may be for reasons of safety or to manage traffic flows.



- 5.2 Other regulatory signs that do not require a traffic regulation order include Give Way signs, Stop signs and Keep Left signs.

- 5.3 The use of fluorescent coloured backing boards on regulatory signs must be effective for its purpose and shall therefore be limited. All sites will be assessed individually, looking at both accident records and environmental aspects.

5.4 Guidance on signing of speed limits

A 30mph speed limit is predominantly used at the entry into urban areas and is usually **indicated by the presence of a system of streetlights**. The presence of streetlights is the way to recognise a 30mph speed limit and is why there is not, apart from at where the limit starts, 30mph repeater signs. The system is simple. If there are streetlights and no other signs to the contrary, it is a 30mph speed limit.

If, therefore, there is a 30mph speed limit and there is not a series of streetlights, in only these circumstances is the highway authority required to erect 30mph repeater signs.

Note: It is generally recognised that a 'system' of street lighting refers to three or more lamps spaced not more than 183 metres apart. (Source - Department for Transport Circular Roads 1/93)

For 40mph and 50mph limits, in addition to the signs at the beginning of a speed limit, the highway authority must place speed limit repeater signs at regular intervals along the length of the road to which the speed limit applies. The recommended distances between repeater signs are shown on the top of page 18.

Recommended repeater sign spacing:

Type of road	Maximum distance between consecutive signs on the same side of the carriageway	Maximum distance between consecutive signs on alternate sides of the carriageway	Maximum distance between start/end of speed limit and first/last repeater
Road more than 350m in length: Max speed 40mph	500m	350m	250m
Road more than 450m in length: Max speed 50mph	700m	450m	350m

5.5 For maximum effectiveness, the sizes of regulatory sign plates shall be of an appropriate size in relation to the approach speeds of traffic to that sign. Guidance on sign plate sizes is provided in section 14.

5.6 Where traffic sign plates are provided to indicate details for imposing parking restrictions, adjacent to a single yellow line, those signs shall be erected on every lighting column within the limits of the restricted length of road. The plates shall be erected parallel with and facing the road. If there is no lighting column within 15 metres of the end of the restricted length, a plate shall be erected on a 76mm diameter post at or close to the terminal point within the length. All parking restriction signs shall be provided in Class Ref.2 material to BS EN 12899-1.

5.7 For details of regulatory sign plates to impose ‘no waiting at any time’ parking restrictions, refer to section 15.4.

5.8 **Waiting Restriction Requests (Double Yellow Lines)**

Any request for any parking or loading restrictions will be judged on its individual merits and will be prioritised accordingly. A Traffic Regulation Order, legal process, is required to enable the new restrictions to be enforceable and this can sometimes take several month to implement if approved.

5.9 **Disabled Parking Bays**

The use of disabled parking bays will be limited to where there is a community need and benefit. They will not be installed for individuals directly outside their properties.

5.10 **Tackling Pavement and Verge Parking Problems**

Parking on pavements and verges can cause serious problems for pedestrians, particularly people in wheelchairs or with visual impairments and those with prams and pushchairs. This indiscriminate parking can also damage footways and verges. North Lincolnshire Council continues to look at various ways to prevent verge-parking problems.

A local TRO can be introduced on a particular length of road or a wider area. Restrictions will require appropriate signs for area wide bans. Any request will be considered on its own merits and will be added to the outstanding list of Traffic Regulation Order requests.

Other ways to tackle the problem are to use physical measures such as high kerbs or wooden stakes. Again any request will be prioritised and added to the existing request lists.

5.11 Residents Parking

Any request for residents parking will be considered on its own merits and will be added to the outstanding list of Traffic Regulation Order requests. Residents parking schemes are likely to lead to payment for a parking permit by residents; it may take some time, from the original request, to implement if it is found to be achievable.

5.12 Traffic Regulation Order Requests

All requests for any regulatory sign or road marking should be made in the first instance to the Traffic Team.

*Traffic Team
North Lincolnshire Council
Hewson House
Station Road
Brigg
North Lincolnshire
DN20 8XY*

Tel: 01724 297000

Email: traffic@northlincs.gov.uk

SECTION 6 - BROWN TOURISM SIGNS

- 6.1 The main purpose of tourism signing is to guide visitors to a tourist destination along the most appropriate route during the latter stage of their journey, particularly where a destination may be difficult to find. This will only be provided from the nearest available 'A' or 'B' class road. Traffic will be expected to use the existing village/town signing before tourism signing to a specific destination or facility commences. Whilst it is recognised that tourism signs are perceived by the tourism business to be useful marketing tools, this is not the primary purpose for which they are provided. They should not be used as a means of circumventing planning control of advertisements, or as a substitute for good promotional material.
- 6.2 Tourism signs must comply with the current TSRGD 2002 and guidance given within Chapter 7 of the TSM.
- 6.3 The guidelines and qualification criteria will ensure that any applications are vetted so that the provision of traffic signs to tourist attractions is consistent throughout the North Lincolnshire area.
- 6.4 Any successful applications for tourism signs shall be financed by the relevant attraction or facility. All relevant cost details are listed within the application pack.
- 6.5 Applications for tourism sign packs should be made to the traffic Team - See Appendix H

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DN20 8XY*

Tel: 01724 297000

Email: traffic@northlincs.gov.uk



SECTION 7 - VARIABLE MESSAGE VEHICLE ACTIVATED (FLASHING) SIGNS

- 7.1 Guidelines for the provision of vehicle-activated signs for the purpose of targeting excessive speeds into town and village settlements is as documented in section 10.4.
- 7.2 Any other use of vehicle activated signs shall be limited to those sites where an accident problem has been identified that is associated with inappropriate speeds, where the use of standard signing has not remedied the problem satisfactorily.
- 7.3 Such signs shall not be used as a substitute for standard signs in these instances. The use of these signs will only support the presence of standard signs and will act as a support measure by targeting only those drivers who exceed a safe speed for that particular hazard.



For further reference, see Department for Transport Traffic Advisory Leaflet 1/03.

- 7.4 There may be circumstances where a town or parish council feel they would benefit from them purchasing a sign even though they are lower down the priority list. In this instance advice will be required on the location and use of the signs. Applications for purchase of variable message signs should be made to Traffic Team. See Appendix I for the 5-minute guide to community speedwatch, for more information.

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- 7.5 The use of this emerging technology is not solely used for speed management. Recent use of “ice warning signs” on the A15 shows the effectiveness of this type of sign in special circumstances. The use of special variable message signs must be effective for its purpose and shall therefore be limited. All sites will be assessed individually, looking at both accident records and environmental aspects.

SECTION 8 - TEMPORARY SIGNS (For Housing Developments, Road Works & Special Events)

- 8.1 Any temporary signing to be erected on the public highway shall only be done so following receipt of prior written approval from the Highway Authority. If any temporary signing is erected on the public highway without prior approval, this is a criminal offence under the Highways Act 1980 and the company responsible shall be instructed in writing to remove the offending signs. If the signs are not removed within 7 working days of the date of the letter, the Highway Authority shall remove them and costs incurred for removal shall be charged to those responsible.

Temporary signing erected on the public highway shall be limited to the following:

8.2 Housing Developments.

- 8.2.1 The following criteria, developed in conjunction with Department for Transport guidelines, applies to any application for temporary signing to new housing developments:

<p style="text-align: center;">CONDITIONS OF ACCEPTANCE FOR TEMPORARY DIRECTION SIGNING FOR NEW HOUSING DEVELOPMENTS</p>

- The development must include plans for a minimum of 30 properties. Signing should be restricted to within a half-mile radius, or two junctions away from the development, whichever is the further.
- Where the development is located within a Weight Limit Zone, signing to the site shall be from the nearest access point from a designated HGV route.
- The Application Form must be accompanied with a cheque for the sum of £100 to cover administration and inspection costs, incurred as a result of the application. Cheques must be made payable to “North Lincolnshire Council”.
- Applications must be accompanied by:
 - A suitable plan, detailing the proposed locations of the signs and method of fixing to the street furniture.
 - A drawing depicting the sign face details in accordance with Diagram 2701 and 2701.1 of the TSRGD 2002.
 - The date when the signs are to be erected.
- An indemnity will be required from the persons erecting the signs on the public highway, covering North Lincolnshire Council against any damage caused to persons or property by placement of the signs in connection with any approval provided.
- Upon receipt of a cheque for £100, a copy of the appropriate insurance documents and a signed Agreement Form, a letter shall be issued (subject to

the necessary criteria being met), permitting the erection of the agreed signs on the public highway.

- The temporary signs must be removed from display on the public highway within six months of completion of the development.
- Any signs erected at unauthorised locations, or signs that are deemed to be a danger to highway users are liable to be removed by the Highway Authority. Any costs incurred for removing the signs shall be recharged to the developer.
- Should placement of any further unauthorised signing either commence or persist, the Highway Authority will remove them. Such conduct will also be taken into consideration when the developer makes any future applications. It is implicit that a development site may only be served by authorised, prescribed temporary signs.
- Where a developer attempts to supplement the authorised signs with unauthorised signs erected on the public highway, **all signs** relating to that site, either previously authorised or not, are liable to be removed by the Highway Authority at the developer's expense.
- The Highway Authority reserves the right to refuse any signing scheme if in their considered opinion there are sufficient safety or other reasons why the signing scheme should not be permitted.
- Applications that do not comply with the criteria will be refused.
- **Commercial names, in whole or part, shall not be allowed on the signs.**
- The applicant should submit their application to the Traffic Team

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Hewson House
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- The developer should submit their application no later than ten working days before the required date of signing.
- A copy of the Agreement Form is included within Appendix A of this document.

8.3 For Road works

- 8.3.1 The guidelines for signing provided at road works shall not be covered by this policy. Any contractor, developer or statutory undertaker, either working for the Highway Authority or independently, who carries out road works within the public highway shall always ensure that the signing they provide meets the standards laid down in the highways “Chapter 8” (*Safety at Street Works and Road Works – A Code of Practice*) or any subsequent replacement. The signing provided shall be adequately maintained for the full duration of the works.
- 8.3.2 Any temporary information signs provided on the public highway to publicise and inform road users of highway improvement schemes shall need to be designed in accordance with those signs layouts within Schedule 12, Part 1 of the TSRGD 2002.

8.4 For Special Events

- 8.4.1 The Highway Authority may not permit any signage for special events that advertises commercial businesses or profit making organisations. Commercial organisations may operate recognised seasonal events or festivals (e.g. Easter or Christmas) within their premises. Although consideration may be given to the provision of temporary signing for such events, the inclusion of the names of the commercial organisation may not be permitted on the signs. It is also recognised however that some organisations, such as local Parish/Town Councils, who run non-profit making shows require signage to promote their events for the benefit of the local community. Temporary signing for such events may be permitted subject to adherence to the guidelines for provision of temporary signs. Guidelines for the display of temporary signs for local events are shown below. Organisers must also be aware that any other signing proposed on any of the “A” class roads listed in section 1.4 of this policy will require authorisation from the Highways Agency. For any further guidance contact the Highways Team

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Highways Depot
Brigg Road
Scunthorpe
North Lincolnshire
DN16 1AX*

Tel: 01724 297000

Email: highway.maintenance@northlincs.gov.uk

Temporary signs should only be provided for events expected to attract a considerable volume of traffic from outside the local area and where there is adequate parking. They will not be used on routes where there are permanent signs to the site.

GUIDELINES FOR THE DISPLAY OF TEMPORARY SIGNS

Approved Signage

- Signage advertising events run by Parish/Town Councils, non-profit making organisations may be approved by the Highway Authority.

- Signage advertising commercial business or profit making organisations will not be permitted.

Sign Details

- The colour and design of temporary signs is prescribed in TSRGD 2002. The design rules contained in Chapter 7 of the TSM should be observed.
- Signs should be of robust construction, but materials used need not be as durable as permanent signs. Sign faces should be reflectorised when they are required to be read during the hours of darkness
- Signs to be a maximum of 45cm width by 60cm deep, unless agreed otherwise with the Highway Authority.
- The actual design, materials, lettering and colouring of signs must be approved by the Highway Authority.

Location and Fixing

- Signs shall not obstruct the free movement of pedestrians or motorists.
- No signs shall be displayed within the limits of sight lines at junctions/bends or on approaches to pedestrian crossings.
- Consent will be given to applicants on the understanding that the Highway Authority shall not be liable for any injury to persons or damage to property resulting from the display of posters and publicity.
- Free standing signs or signs affixed to stakes driven into the ground will not be permissible.
- Signs shall not be pasted onto trees, street furniture or structures within the highway. The preferred method for fixing is by tying or banding with a minimum mounting height of 2.1 metres.
- Signs to be erected only at locations agreed with the Highway Authority within 7 days of the event taking place and must be removed within 2 working days of the event or activity taking place.
- Temporary signs must never be attached to STOP, GIVE WAY, No Entry or Speed Limit signs or Traffic Signals
- Those involved erecting signs must wear high visibility clothing and take all necessary measures and precautions to avoid danger to the public and themselves and should adhere to the guidelines given in Chapter 8 of the Traffic Signs Manual and the Code of Practice "Safety at Street Works and Road Works". The organisation erecting the signs is responsible for costs of making good any damage caused by the sign erection and removal.

Administration

- If you require an application form, refer to appendix G of this document. If information or assistance is required on these guidelines then please do not hesitate to contact the Highways Team.

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- The organisation applying for the temporary signs must have adequate public liability insurance cover and shall indemnify the Council against any claim arising out of any accidents alleged to have been caused by the temporary signing. The Council will not be liable for any injury to persons or damage to property resulting from the display of temporary signs.

Note Failure to follow these guidelines will result in the removal of the unauthorised signs and costs incurred being charged to the appropriate person.

8.4.2 Election Campaigns – Display of Election Posters

The conditions for displaying election posters on or adjacent to the public highway can be viewed in Appendix F of this document.

SECTION 9 - TOWN OR VILLAGE ENTRY SIGNS

- 9.1 Standard retro-reflective traffic signs to identify entry into a town or village settlement shall be in accordance with diagram 2402.1 of the TSRGD 2002.
- 9.2 The sign legend shall carry the name of that particular town or village, in capital letters. The sign can also provide a road safety messages, of no more than 5 words, located below the name of the settlement, as is chosen by the relevant town or parish council (subject to approval by the Traffic Team). Some examples of frequently used road safety messages are:-
- **Please drive slowly**
 - **Please drive safely**
 - **Please drive carefully**
 - **Welcomes careful drivers**
 - **Welcomes slow drivers**
 - **Welcomes safe drivers**
- 9.3 All new or replacement village/town entry signs shall incorporate the North Lincolnshire crest on the left side of the main text legends. Any town or village settlement that has a crest can also have it incorporated into their entry sign, located on the right side of the main text legends, however this is an addition to the standard layout provided by the highway authority and can therefore only be provided as an extra at the expense of that particular parish/town council who have requested it. The provision of an additional crest shall also be subject to available space within the highway verge, restricting the possible width of the sign face.
- 9.4 The standard sign legend shall incorporate only those elements listed in sections 9.2 and 9.3. Any other parish or town council identity shall not be permitted.
- 9.5 The provision of village entry signs can be independently erected or incorporated into a gateway entry system. The provision of the North Lincolnshire crest may be exempt from village entry signs when incorporated into a gateway sign complete with speed roundel and backing board. A crest in such instances offsets the text away from the centre of the speed roundel, upsetting the visual balance of the sign.



- 9.6 Any town or village entry sign as described above must be provided in retro-reflective material as stipulated in section 2.5.



- 9.7 Any town/parish council, or civic society, who wish to erect additional decorative identity entry signs on the public highway to further enhance and individualise the visual and environmental appearance of the entry into their settlement must seek approval for any design layout and for their proposed locations from the Highway Authority. Contact the Highways Team

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Barton upon Humber



Brigg

- 9.8 Any town or parish council or civic society who may be granted permission to erect additional decorative identity signing must erect and maintain them at their own expense. An indemnity will be required from the organisation planning to erect the signs on the public highway, covering North Lincolnshire Council against any damage caused to persons or property by placement of the signs. Any necessary reinstatement works must also be to the satisfaction of the Highway Authority. Decorative identity signing may only be provided in addition to the standard retro-reflective town or village entry signs and not to replace it. Permission by the Highway Authority shall only be granted subject to the agreement of certain conditions relating to the placement of additional decorative signs. Applicants should contact Highways for further details. For contact details, see item 9.7 above.
- 9.9 Acceptable methods of mounting any traffic sign plates and any additional decorative type identity sign plates are covered in section 14.
- 9.10 The Highway Authority reserves the right to refuse permission for any organisation to mount additional decorative identity signing on the public highway if it is not considered appropriate for reasons of road safety. The

Highway Authority also reserves the right to request removal or relocation of any such signs, which should be carried out within one month of notification.

- 9.11 Any applicant wishing to erect additional signs must also seek approval from Statutory Undertakers (Gas, Water, Electricity, Telecom), as underlying apparatus may be present at any proposed site locations.

SECTION 10 - SIGNING FOR SPEED REDUCTION

- 10.1 Where a speed limit starts at or near the boundary of a village/town settlement, speed limit signs will be incorporated into the town/village boundary signing to form a gateway. The gateway forms a visually intrusive entry into the settlement to further highlight the speed limit, thus aiding speed reduction.
- 10.2 Careful consideration must be given to the visual and environmental impact on the particular town or village that a design of a gateway entry may have. The use of fluorescent and standard yellow backing boards requires special consideration to achieve a suitable balance between the necessity of using such materials to maximise the benefit of potential speed reduction and being sympathetic with the overall visual appearance of the village. Local support is therefore necessary for gateway proposals.
- 10.3 The use of fluorescent and standard yellow type backing boards should therefore be limited to those sites where maximum impact is necessary on speed reduction. The use of such layouts at other lower priority sites for speed reduction measures will lessen the impact at other high priority sites, unless it is particularly difficult to pick out the speed roundels against their background.
- 10.4 The use of variable message (flashing) vehicle activated signs, as a method of signing for speed reduction purposes, shall be limited only to those locations that have been analysed as qualifying sites within the North Lincolnshire Road Safety Partnership's Speed Management Strategy, where inappropriate speeds at low level accident sites have not been successfully remedied by standard signing layouts. These signs are not be used as a substitute for the existing retro-reflective speed limit roundels and must only be included to supplement and reinforce the speed limit indicated on the existing entry sign layout. The signs identify the speeds of vehicles in a steady green colour, if travelling under the posted speed limit. If over the posted speed limit, the speed is shown in a flashing red colour. Any residents, Town or Parish Councils, or private organisations that consider they may have a speeding problem in their area, can apply through the North Lincolnshire Community Speedwatch project, where the site will be assessed and prioritised. Subject to approval, the signs can be hired for a minimum of 3 months
- 10.5 See Appendix I for the 5-minute Guide to Community Speedwatch



SECTION 11 - OTHER SIGNING: ROAD SAFETY CAMPAIGNS, TEMPORARY SIGNS & A-FRAMES

- 11.1 Any additional signing provided on speed reduction schemes or for specific accident related road safety campaigns shall only be provided for a temporary period of time and shall require authorisation from the Department for Transport, if not defined as an approved sign in TSRGD 2002.
- 11.2 Where highway works have been carried out where there has been a significant change to the road layout, temporary red signs with white text to Diagram 7014 (see below) should be used to notify drivers of the presence of a new scheme, speed limit or structure in the road ahead. The sign is required on all approaches to the new highway scheme. These signs should remain on site for a period of three months, unless the signs are informing drivers of a new speed limit, where such signs should remain on site for six months. When this time period has expired, it should be arranged for the signs and associated posts to be removed from site.



- 11.3 Where the use of other types of non-approved signing is proposed for use within the public highway, such as in town centres to advise the public of a designated area to control the consumption of alcohol, prior approval should be sought from the Highway Authority. Contact the Highways Team.

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- 11.4 Where the use of lit traffic bollards is proposed on new highway schemes, consideration should be given to the use of non-illuminated types, for which North Lincolnshire Council has Department for Transport approval. Refer to section 16.11 for further details.
- 11.5 Other Permanently Erected Temporary Signing: In such instances where it is only necessary to provide periodical or seasonal warning or informative signing, the sign face and any required supplementary plate shall be mounted on a grey backing plate, split horizontally at the mid point of the sign and hinged to allow the sign to be folded away out of view when not required. The sign shall be permanently erected on site, only to be unfolded and displayed at the appropriate times to identify the desired message.



One example of such signs, currently present within North Lincolnshire, is:

- Diag. 554.2 signs (shown above) for the presence of hazardous road conditions due to seasonal weather.

Proposals to provide such signing should be submitted for approval to the Highway Authority, Contact the Traffic Team.

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Hewson House
Station Road
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North Lincolnshire
DN20 8XY*

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Email: traffic@northlincs.gov.uk

- 11.6 For guidance on the placement of A-Frames on the public highway for the purpose of shop advertisements, refer to appendix D at the back of the document. For further information or to discuss proposals for the placement of A-Frames, please contact the Highways Team.

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- 11.7 If you feel that an A-Frame is causing an obstruction on the highway, contact details are shown, or use the online reporting form on www.northlincs.gov.uk.

SECTION 12 - NAMING & SPONSORSHIP OF ROUNDABOUTS

Naming of Roundabouts

- 12.1 The naming of roundabouts shall only be incorporated into the directional approach signing to a particular site. The name of that site shall be indicated within the top panel of that sign. The roundabout shall only be signed by the name to which it is known locally. Commercial names, in whole or in part, shall not be incorporated into the signs at newly constructed sites and shall only be allowed at existing sites where it is known by that name locally.
- 12.2 The incorporation of naming within advance directional signing can also be provided at junctions as well as roundabouts. Those guidelines as listed above also apply at junctions.



Sponsorship of Roundabouts

- 12.3 Any interested applicant can obtain a copy of the 'Sponsorship of North Lincolnshire Traffic Islands' document, available from North Lincolnshire Council, Places Directorate, Northampton Road, Scunthorpe, DN16 1UJ. This document outlines details of what benefits the prospective sponsors can gain for their money, including sizes and location of signs. Contact 01724 297630 or email vicki.goodrum@northlincs.gov.uk.
- 12.4 The provision of signs at roundabouts does contravene other guidelines within this policy with respect to the incorporation of commercial names within the sign face and the fact that it does not conform to the TSRGD 2002. The justification for this is that there are strict guidelines for controlling the size of the sign and the text contained on it, with site locations being carefully assessed so they are not a distraction or potential hazard to drivers, to the detriment of road safety. This practice is also now commonplace within most local authorities in the UK.
- 12.5 The sponsorship of roundabouts generates additional funding for providing new planting on roundabout islands, which enhances the visual appearance of a particular area. The community benefits it produces therefore far outweigh any very minor road safety implications from providing such signs.

SECTION 13 - TRAFFIC MIRRORS

13.1 The erection of traffic mirrors shall not be permitted on any part of the public highway within North Lincolnshire for the following reasons:

- They have not been included in the TSRGD 2002 and are therefore not a prescribed sign
- Traffic mirrors are a maintenance liability. Performance of mirrors is poor in the long term due to wear and tear and there is also a possibility of damage or vandalism.
- Inaccurate judgement of the approach distances and speeds of oncoming traffic.
- Poor weather conditions, such as frost, snow and rain, impair views and therefore negate possible use of mirrors.
- Potential of road safety hazards due to reflected glare of the sun off the mirrors.

13.2 Any existing mirrors that remain on the public highway shall not be maintained at public expense.

SECTION 14 - TRAFFIC SIGNS ERECTION AND LOCATION

- 14.1 In relation to the policy for town or village entry plates, as documented in section 9, standard nameplates shall be erected within the public highway on standard galvanised (to BS 729) steel (to BS EN 40) posts only.

The erection of standard entry nameplates shall not be permitted for incorporation within any other form of structure within the public highway, such as on a decorative brick wall. For road safety reasons, the Highway Authority is not permitting any further provision of such structures, the form of which would drastically increase the risk severity of injury of any road user who may come into contact with them.

At sites where the use of a brick structure had previously been permitted (prior to the provision of the traffic signs policy), where a situation arises where the structure or sign face requires replacement, Highway Maintenance reserve the right to ensure that provision is reverted back to the standard sign erection format for reasons of road safety.

- 14.2 For any town or parish council who wish to erect additional decorative village entry signs at their own expense within the public highway, the erection details of the sign plates will require prior approval from the Highway Authority. The use of standard size, galvanised steel or cast iron type posts would be preferable. The use of certain types of timber post may be permitted where a sign location has been assessed by a representative from the Highway Authority as not being a high-risk location for potential collisions with road users.
- 14.3 Where traffic signs are proposed to be located on an existing road lighting column, prior approval, stating type and size of signs, should be sought from the Road Lighting section, telephone 01724 297000 or email streetlighting@northlincs.gov.uk. The erection of new traffic sign plates is not permitted on existing concrete type road lighting columns.

Where traffic sign plates are to be erected onto an existing road lighting column to minimise clutter, the area of the sign face should not exceed 0.5 square metres. In circumstances where the sign face exceeds this, the erection of an additional support post adjacent to the column will be required. For general guidance on sign face surface areas, refer to the table below:

 Height (mm)	Area (m2)	 Height (mm)	Area (m2)
600	0.208	300	0.071
750	0.325	450	0.159
900	0.467	600	0.283
1200	0.831	750	0.442
		900	0.637
		1200	1.130

- 14.4 Where signs are to be erected within areas near to historic buildings or within conservation areas, consideration should be given to type of sign design and colours of posts that will be sympathetic with the surrounding environment.

The Environment Officer for built environment should be consulted to determine colours or styles of posts or approve designs, telephone 01724 297396.



- 14.5 Where new traffic signs are to be erected within the built environment, it will be necessary in some instances to erect them outside private dwellings. In this situation, consideration must be given to locating the sign on a boundary between two adjoining properties to minimise the impact on the residents.

Although the placement of traffic signs outside private dwellings may prove unpopular, care is taken to suitably place the sign to minimise inconvenience. The Highway Authority do, however, have a duty of care to ensure that the correct signing is provided at the correct location on the public highway to identify routes, restrictions or hazards for the benefit and safety of road users.

- 14.6 Regulatory signs for waiting restrictions are to be mounted on 76mm diameter posts at new sites, unless other existing steel road lighting columns or traffic sign posts are suitably situated, upon which the plates can be fixed.
- 14.7 When locating new signs directly adjacent to the main carriageway, a minimum safe distance of 450mm is required from the carriageway edge (or front face of kerb) to the edge of the traffic sign plate on roads of 30mph or less. No sign shall be erected partly or fully over a carriageway. For roads of 40mph or more and on bends, a safe minimum distance of 600mm is necessary. On 70mph roads, this distance should further extend to 1000mm.
- 14.8 The mounting height of any sign, defined as the vertical distance between the lower edge of the sign plate and the highest point of the adjacent ground level, shall not be less than the following:
- **2100mm** where the sign is located on or adjacent to a footway/footpath where pedestrians are likely to walk.
 - **2500mm** where a sign is located on or adjacent to a cycle track/shared facility.
 - **1500mm** where a sign is to be located at sites where the presence of pedestrians or cyclists is not to be found. This mounting height could be further reduced to 900mm depending on site-specific conditions, the type of sign being provided and its desired impact. 1500mm is preferable as excessive spray in wet weather may contribute to a build up of dirt on a sign face at a lower mounting height.

14.9 Where a sign is to be erected on a footway of a 2.0 metre width or less, then it shall be positioned as close to the back of the footway as is possible. An offset or cranked type post can be used to bring the sign face closer to the edge of the carriageway if required. Where signs are to be located on wider footways they shall not be located more than 2.5 metres from the adjacent kerb and shall be located such that they cause minimal obstruction to pedestrians.

14.10 Where signs are to be located within a footway they shall not be erected on more than two posts. Where two posts are used a clear distance of not less than 1.2 metres between the posts shall need to be maintained. Where possible, or in situations where the required clear distances cannot be achieved, the use of cantilever type post mountings should be considered.



14.11 Foundations for all traffic signs posts to be set in ST4 (C20) concrete to BS EN 206-1 and BS 8500.

For standard size regulatory and warning sign plates, post and foundation detail guidance is as follows:

Sign Plate Size	300	450	600	750	900	1200	1500
Sign Plate Shape							
No. of Posts	1	1	2	2	2	2	2
Post Dia. (mm)	76	76	76	114	76	114	114
Foundation Type	A	B	B	C	2 x B	2 x C	2 x C

For foundation sizes:

Foundation Type	A	B	C	D
Width (mm)	600	600	600	600
Length (mm)	600	600	1000	1200
Depth (mm)	600	600	600	600

For rectangular sign plates, post and foundation detail guidance is as follows:

No of posts	MH	AREA OF SIGN IN SQUARE METRES														
		0-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15
2	1500	76B	114C	114E	140F											
	2100	76C	114D	140F				168F								
3	1500			114C	114D	140F										
	2100			114D	144E	140F				168F						
4	1500					114E	140F									
	2100					114E	140F						168F			

MH = MOUNTING HEIGHT, 76B = 76mm diameter post, type B foundation (see below)

For foundation sizes:

Foundation Type	A	B	C	D	E	F
Width (mm)	600	600	600	600	1000	1000
Length (mm)	600	600	1000	1200	1200	1400
Depth (mm)	600	600	600	600	1000	1000

14.12 The tables above are for posts and foundations of rectangular sign plates are **for general guidance only**. The size and type of support posts and foundation requirements for traffic signs to be determined using industry standard software and must take into account wind loadings.

14.13 It is important that all traffic signs are properly sited from the particular hazard or regulation that it indicates. This is to ensure that drivers have the necessary time to respond to the information they are viewing. It is also important that the traffic sign plates are the correct size for the type of road environment and appropriate for the vehicle approach speeds within which they are located. The information on the table below indicates the proposed sign plate size and siting details:

					
85% ile of approach speeds	Regulatory Signs (mm) Diameter	Unobstructed Visibility to Sign (m)	Warning Signs (mm) Height	Distance from Sign to Hazard (m)	Unobstructed Visibility to Sign (m)
Up to 20mph	450	45	600	45	45
Over 20mph up to 30mph	600	45	600	45	60
Over 30mph up to 40mph	750 (600)	45 (45)	750 (600)	45 - 110	60
Over 40mph up to 50mph	750 (900)	45 (90)	900 (750)	110 - 180	75
Over 50mph up to 60mph	900 (750)	90 (45)	1200 (900)	180 - 245	90
Over 60mph	1200 (1500)	90 (150)	1200 (1500)	245 - 305	105

Important Note: All sizes and distances may vary due to site-specific circumstances. Where it is not possible to site a warning sign within 10% of the specified distance away from a hazard, the sign should be appropriately sited further away from the hazard. In such instances, the warning sign should be supplemented with an additional sign plate erected below it to indicate the distance from the hazard. Erecting the warning sign closer to a hazard should not be considered, as the driver will not have the necessary time to react.

1	2	Advance Direction Signs				Direction Signs		Route Confirmatory Signs		
		3	4	5	6	7	8	9	10	
		x-height	Minimum clear visibility distance of sign	ONE SIGN Distance of sign from junction	TWO SIGNS Distance between 1st and 2nd sign	x-height	Minimum clear visibility distance of sign	x-height	Minimum clear visibility distance of sign	
		mm	m	m	m	mm	m	mm	m	
1	Up to 20 mph	Very narrow and urban roads	75 (60)	45 (35)	20	-	60 (50)	35 (30)	Not normally needed	
2	20 to 30 mph	Urban and rural roads of local character	100 (75)	60 (45)	45	45	75 (60)	45 (35)	75 (60)	45 (35)
3	30 to 40 mph	Urban and rural single 2-lane roads	125 (100)	75 (60)	90	50	100 (75)	60 (45)	100 (75)	60 (45)
4	40 to 50 mph	High standard rural single roads. Urban all-purpose dual carriageway roads	150 (125)	105	90-150	70	125 (100) (150)	75 (60) (105)	125 (100)	75 (60)
5	50 to 60 mph	Dual carriageway and wide single carriageway roads	200 (150)	135	150-225	100	150 (125) (200)	105 (75) (135)	150 (125)	105 (75)
6	60 to 70 mph	High standard all-purpose dual carriageway roads. Motorways with a speed limit less than 70 mph	250 (200)	180	225-300 See also Note 1	100	200 (150) (250)	135 (105) (180)	200 (150) (250)	135 (105) (180)
7	70 mph speed limit	Motorways and all-purpose grade-separated dual carriageway roads	300 (250) (400)	180 (180) (240)	See Note 1	See Note 1	300 (250) (400)	180 (180) (240)	300 (250) (400)	180 (180) (240)

NOTES

1. For grade-separated junctions two or three advance direction signs are provided. These are located at the start of the diverging lane, $\frac{1}{2}$ ($\frac{1}{3}$) mile from the junction and additionally for motorways and some all-purpose roads 1 ($\frac{2}{3}$) mile from the junction. Where two signs are required at each of these locations (e.g. the second sign may show tourist attractions) the distance between the two signs shall be in the range 100-400 metres. The first sign at each location shall be sited at the standard distance from the junction. A second sign shall not normally be provided at the start of the diverging lane.

2. In columns 3, 7 and 9, the smaller x-heights shown in brackets are the minimum letter sizes to be used where site space is limited or there are special amenity considerations. As x-heights are variable, intermediate sizes, generally to the nearest 5mm, may be used. The aim should be to provide the largest x-height possible for a particular site. Where an intermediate x-height is used the minimum clear visibility distance may be interpolated if necessary (see note 3). Where two advance direction signs are provided they should normally be in the same x-height.

3. In columns 4, 8 and 10, the clear visibility distances indicated are minimum values. Greater distances should be provided wherever possible.

4. In columns 7 and 8 for categories 4 to 6 the larger bracketed sizes are for direction signs located on the noses of diverging lanes.

5. In category 7, the larger bracketed sizes apply to post mounted signs on motorways with four or more lanes per carriageway.

6. The dimensions in this table apply to all types of legend.

7. In columns 5 and 6 the distances shown are for guidance only and are not to be taken as being precise. In certain circumstances where one or more signs are provided it may be appropriate to increase the distances given; e.g. on an urban road where the advance direction sign shows destinations associated with dedicated lanes that commence well before the junction. Where two signs are provided, the second sign should be sited in accordance with column 5.

8. Where two junctions are closer together than the siting distance plus visibility distance they should generally be signed as one junction.

Note: All sizes and distances may vary due to site-specific circumstances. Alternative sizes for signs or siting distances are shown in brackets ().

- 14.14 When locating signs, account will need to be taken of the likely growth of surrounding vegetation to ensure that the signs will remain visible at all times.
- 14.15 Where a series of signs is required upon approach to a junction or hazard, there should be a distance equivalent to 2 seconds of travel time between each sign to allow a driver to read, absorb and react to the relevant information.
- 14.16 Passively safe posts shall be considered at all locations where the use of safety fencing protection would be necessary for the purpose of protecting

large galvanised steel support posts from vehicular impact, therefore negating the need for the safety fencing, which in itself can be the cause of increased injury when impacted by a motor vehicle. This shall apply at all locations other than at those sites where a sign is to be located in an area where the provision of safety fencing is necessary for other road restraint purposes, such as at a road side downward embankment or adjacent to bridge abutments. The use of passive signpost systems shall comply with BS EN 12767. Highway designers shall need to refer to advice note TA 89/04 in the Design Manual for Roads and Bridges, for guidance on the use of passive safety systems. The use of other alternative types of traffic sign systems for road safety injury risk reduction purposes can also be referred to in section 4.5 of this policy.

- 14.17 Careful consideration should be given when locating traffic signs in relation to where the potential risk of impact and injury is high, such as on the outside of a bend. In instances where this may affect the positioning of a warning sign, refer to the guidance in section 14.13. Consideration may also be given to the use of passive type posts or other alternative traffic sign systems. Refer to section 4.5 and 14.16 for further information.
- 14.18 Signs are to be attached to posts by stainless steel channel clips. Clips are to be manufactured from AISI 304 stainless steel alloy to BS 970 and attached to the channel with $\frac{1}{2}$ " (13mm) square-headed M8 AISI 304L alloy bolts, tightened to a torque load of 1.33×10^4 Kgf/m².

SECTION 15 - MAINTENANCE OF TRAFFIC SIGNS

- 15.1 To achieve the provision of better roads, one of the key aims of the Places Directorate, the public perception of what is provided on the public highway is a key element. The visual appearance of traffic signs therefore needs to be of an acceptable standard to achieve the perception of providing an excellent level of service.
- 15.2 Therefore, when considering the replacement of a traffic sign during either periodical maintenance or as part of a capital scheme, both the traffic sign plate and post should be inspected and considered for possible replacement, for reasons as follows:



Good condition, more recently replaced post complete with more aged and faded traffic sign plate attached to it. As well as the sign face not performing by having very poor reflectivity does the traffic sign portray the correct perception to the public of better roads?

Good post + Poor Plate = POOR TRAFFIC SIGN.



New traffic sign plates fixed to poor condition post, where rust has resulted in a hole at the base. New plates will soon require removing to replace the post that could have been replaced at the same time. The sign placement means that the information on the sign plate cannot be clearly viewed on approach, restricted by the adjacent tree. There will be a high level of reflectivity from the sign face material, but does it provide good public perception of better roads?

Poor Post + Good Plates + Poor Location = POOR TRAFFIC SIGN.



New traffic sign plate erected at village entry on new post.

With both elements being replaced, the new plate provides high standard of reflectivity. With it being erected on a new, non-rusty post, it gives a good public perception of excellent standard highway information.

Good Post + Good Plate + Good Location = GOOD TRAFFIC SIGN.

- 15.3 It is clear that there are limitations with the annual Highway Authority maintenance budget due to the number of varying issues within the public highway that this funding needs to target. Due to these constraints, it cannot effectively deal with the need to replace worn and ineffective traffic signs on a regular basis. To assist with and maximise the effectiveness of that budget, all

designers should give due consideration to assessing the condition of all existing traffic signs within the limits of a specific capital scheme that they are dealing with, be they carriageway improvements, new footways and cycle ways, safe routes to school or local safety schemes. Any directional signs containing out of date information or design formats should automatically be programmed for replacement within that scheme. Any other traffic sign plates and posts within those scheme limits that are assessed as showing signs of wear and tear, or the level of reflectivity of sign plates is poor or they are poorly located, then plans to replace or relocate them should, as far as is reasonably practicable, also be programmed within the budget for replacement within that scheme.

- 15.4 Similarly, the need to provide 'No waiting at any time' sign plates to support a traffic regulation order for double yellow lines no longer applies and all such sign plates must be removed from the public highway by 2007. Any schemes carried out in areas where such signs are present, arrangements should be made to remove them as part of that scheme. This also applies to all other traffic sign plates that are no longer valid for use on the public highway.
- 15.5 The Highway Authority has a system for dealing with traffic signs that have been knocked down by vehicles on the public highway. Initially, any signs that have been knocked down should be reported to the highway maintenance section. Consultation between maintenance officers and traffic officers then ensures that prior to the replacement of the sign, checks are made to highlight if the sign face design layout is still valid, or if the data contained on the sign face is still relevant. This then ensures continued consistency of information that is portrayed to the public. Any existing sign post less than 76mm diameter and 3.2mm thickness, where the sign plate or post needs replacing, will be required to be erected on new passively safe posts on speeds greater than 50mph.
- 15.6 Where traffic signs are located underneath or in close proximity to vegetation then they shall be treated with a vinyl coating and need to be cleaned annually to prevent the build up of algae. When positioning new signs, placement near to or underneath vegetation should be avoided where possible.
- 15.7 Where traffic signs are located in urban heavy industry areas or are on key 'A' class roads, where the sign plates are more likely to quickly become dirty throughout the winter months, there will be a more regular programme of cleaning to ensure the sign information remain legible. Alternatively, a dew resistant coating can be applied to sign faces in such areas, which are known to provide better protection against the build up of dirt.
- 15.8 Traffic sign plates have a performance lifespan for reflectivity. Any sign faces that are between 10 to 15 years old should be assessed for performance during the hours of darkness and should be replaced if considered necessary.
- 15.9 During inspections, any sign face that has been present on site for 15 years or more and contains rivets through the sign face material should be programmed for immediate replacement.
- 15.10 The date of manufacture of a sign face can usually be identified by way of a label on the rear of the sign plate.

- 15.11 Any existing warning, regulatory or directional sign face found to be manufactured from old Class 2 material (now classified as Class Ref.1) (BS EN 12899-1) should be programmed for immediate replacement.
- 15.12 Where it is considered necessary to replace a sign and post on approach to a hazard, it is likely that a similar sign will be present for the other approach to that hazard. It may therefore be necessary to replace the signs on both approaches to save on future costs and to improve the safety awareness for that hazard. This also applies to speed limit entry signs, where there is one located each side of the carriageway and the effectiveness of the reflectivity of each sign must be consistent.
- 15.13 In instances where it has been reported or inspected that any traffic sign that will have a key role of maintaining a high level of road safety and accident prevention has been knocked down, it is imperative that such signs are classed as high priority and every effort will be made to re-erect within two working days of receipt of the report. If this cannot be achieved, works will be carried out, as far as is reasonably practicable, within 5 working days. Following replacement of the damaged post, the sign plate shall require careful inspection prior to re-installation. If it is considered that the traffic plate requires replacement due to general wear and tear, or has been damaged when knocked down, it shall be re-erected, but replaced with a new sign plate. This shall be achieved, as far as is reasonably practicable, within 15 working days of the initial post replacement. Those traffic signs that if missing, would have an impact on road safety, are classified as follows:
- Diagram 602 give way warning signs or Diagram 601.1 STOP signs – especially relevant at rural crossroads.
 - Warning signs indicating a change in road layout, such as junctions, roundabouts, bends.
 - Speed limit signs.
- 15.14 All other warning and regulatory signs other than the above that have been knocked down and do not have as significant a bearing on road safety and accident prevention should be re-erected on a new post (or posts), as far as is reasonably practicable, within 15 working days of being reported, where the sign plate has also been damaged and requires replacing. In the event of the post only requiring replacement, as far as is reasonably practicable, the sign shall be re-erected within 5 working days.
- 15.15 Any directional signing that has been reported or inspected as being knocked down is not a standard sign plate and therefore takes longer to re-design and manufacture and has less bearing on road safety. Replacement of such signs shall, as far as is reasonably practicable, be completed within 6 weeks.
- 15.16 With reference to section 5.6 of this policy, where a lighting column containing a traffic sign plate is programmed for replacement, it is imperative that the plate is transferred onto the new column, once erected. In relation to sections 15.8, 15.9, 15.10 and 15.11, the plate should be inspected for possible replacement prior to transfer. If the position of the replacement column has altered significantly, consideration should be given to mounting the traffic sign onto a new post. Where a traffic regulation order is present within the extents of any lighting improvements scheme, contact should be made with the Traffic

section prior to commencement to ensure that all necessary signing for enforcing that order is in place prior to transfer or to confirm whether they require transferring to the new columns (with reference to section 15.4).

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- 15.17 All surviving traditional type fingerpost direction signs located within the North Lincolnshire area are to be retained in-situ and maintained on a regular basis in traditional black and white livery. Where damage has occurred, care should be taken to ensure that repairs are carried out sensitively to match original materials and details.

Traditional type direction signs can also be re-introduced on rural roads, other than on 'A' or 'B' classified roads, to reinforce local identity. Modern practice will however be followed on most roads, as modern signs are more visible and easier to read from a distance, so drivers are less likely to miss a junction as a consequence. Traditional finger posts are non-reflective and are therefore difficult to read at night. Traditional types can however be considered for use on minor roads where traffic flows are light and speeds are relatively low and where there are unlikely to be any safety implications from drivers slowing down or stopping to read the signs.

- 15.18 Where replacement of existing lit traffic bollards is to be considered, consideration should be given to the use of non-illuminated impact resistant types, due to the potential of energy cost savings and reduced maintenance costs at some sites, such as those where there is a history of ongoing replacement resulting from impact damage. The Department for Transport has stipulated certain criteria that must be adhered to when using non-illuminated bollards. Refer to section 16.11 for further details.
- 15.19 With reference to item 15.13, where the traffic sign is illuminated, refer to section 16.9.4.

SECTION 16 - ILLUMINATION OF TRAFFIC SIGNS

- 16.0 Traffic Signs shall require illuminating as per the TSRGD 2002.
- 16.1 New illuminated signs will be erected on tubular galvanised steel wide based post. The steel posts shall be circular in section to BS EN 40 and hot dipped galvanised to BS 729. The roots section of the post shall be further protected by a TYPE G1 paint finish in accordance with the Specification of Highway Works, published by TSO as Volume 1 of the Manual of Contract Documents for Highway Works, Appendix 19/3.
- 16.2 Under the TSRGD 2002, there has been a relaxation of the rules for the need to illuminate the following traffic signs:

Schedule 1 – Warning Signs

These relaxations only apply where they are placed on roads that are:

- Single Carriageway Roads
- NOT a principal or trunk road
- Have a speed limit of 30mph or less

Diagram numbers 504.1, 505.1, 506.1, 507.1, 508.1, 509.1, 510, 512, 512.1, 512.2, 513, 516, 517, 521, 522, 523.1, 524.1, 528, 529, 529.1, 545 & 557.1.

Schedule 2 – Regulatory Signs

The relaxation only applies when the sign is only placed on a road, more than 50 metres from a junction with another road from which traffic can approach it.
Diagram number 652.

Schedule 4 – Miscellaneous Informatory Signs

Diagram numbers 818, 818.1, 818.1A, 818.2, 818.3, 818.4, 868, 868.1, 872.1, 873, 874, 875.

Schedule 5 – Signs for Bus, Tram and Pedal Cycle Facilities

Relaxation only applies as for schedule 1 warning signs.
Diagram number 950.

- 16.3 With respect to the relaxation of illumination requirements, in the interests of energy conservation, light pollution, electricity and maintenance costs; consideration should be given that traffic signs are only illuminated where stipulated under the TSRGD 2002. Signs that no longer require illuminating, that are currently lit, should have the lighting units disconnected and removed when the traffic sign is programmed for replacement. Where new schemes are carried out containing any such signs listed above, consideration should be given to disconnecting them as part of the scheme.
- 16.4 For full details and specifications of the illumination requirements for traffic signs and lit traffic bollards, refer to the 'North Lincolnshire Council Street Lighting Guide for Private Development', available from www.northlincs.gov.uk.
- 16.5 Where traffic signs luminaries are controlled by photoelectric control units, these should comply with the requirements and specification set down in Section 29 of the 'Street Lighting Guide for Private Developments'.

- 16.6 Where base mounted units are proposed for use to illuminate traffic signs, checks are required to be carried out with the North Lincolnshire Council Environment team to assess the potential environmental impact of light pollution for each specific location.
- 16.7 All lit traffic signs posts and lit traffic bollards shall be individually numbered in accordance with section 36 of the 'Street Lighting Guide for Private Development'. The numbering system of all lit units shall be provided in a sequence that is relevant to the direction of the house numbering system for that particular length of road.
- 16.8 Where traffic signs and illuminated bollards are placed in such locations that their maintenance would require the provision of Traffic Management to facilitate works, serious consideration MUST be given to utilising alternative technologies to provide illumination, these may include mains powered LED luminaries (giving a minimum life expectancy of 50,000 hours).
- 16.8.1 Where lit signs and bollards are located within high-risk areas, including all central reservations and refuge islands, a North Lincolnshire Council cable network must be provided for the supply. Where a new traffic sign is proposed within a series of street lighting fed by regional electricity company (REC) supplies, the power supply to the new sign shall be via a North Lincolnshire Council cable feed.

Where there is no readily available NLC street lighting unit (or one which is by nature of existing out-going services unsuitable) then consideration must be made to siting such signs as to minimise the vulnerability of the unit (and the electrical supply) prior to servicing via the regional electricity company network.

16.9 Inspections and Maintenance of Lit Traffic Signs and Lit Bollards

- 16.9.1 Electrical testing shall take place following installation of new equipment and then further testing shall take place at least every six years.
- 16.9.2 Traffic signs luminaries and lit bollard shells shall be cleaned every 12 months, however, as with traffic sign faces, the regularity of this process is purely based on the type of route. During the winter months, in busy urban or heavy industry areas, periodical cleaning of equipment shall be carried out on a more reactive basis, as demand requires.
- 16.9.3 For night time inspections, checks will be carried out to ensure the correct alignment of traffic sign face, luminaries and their correct operation. This process shall be carried out in accordance with the street lighting service standards.
- 16.9.4 In situations where an existing illuminated traffic sign has been knocked down, a site response shall be carried out within two hours of receipt of the report. Where the traffic sign plate is a key mandatory (warning or regulatory) sign, as far as is reasonably practicable, it shall be re-erected within 5 working days. Where the sign is fed by an NLC supply, the re-connection of the supply will be carried out within a 15 day period. Where the sign is fed by a REC supply, the supply shall be re-connected within 30 working days, although the

policy of providing a retro reflective traffic sign plate shall ensure that it is clearly visible during the hours of darkness in the interim.

16.10 Guidance on the use of traffic signs luminaries for illuminating larger traffic sign layouts can be found in appendix B of this policy.

16.11 **The use of Non-Illuminated Bollards**

Department for Transport approval, under sections 64 and 65 of the Road Traffic Regulation Act 1984, has been obtained for the use of non-illuminated type bollards and solar powered internally illuminated bollards in North Lincolnshire. The following criteria have to be adhered to for their use.

- 1) They shall only be mounted on traffic islands (where it is a central refuge or in the mouth of a side road) where they are provided in combination with the appropriately sized diagram 610 or 611 conventional traffic signs, which should be mounted on a separate post or refuge beacon and illuminated in accordance with schedule 17 of the TSRGD 2002 and sized as per the table below.

Appropriate sizes of post-mounted diagram 610 or 611 sign plates are as follows:

Speed Limit	Minimum diameter of sign plates to diagram 610 or 611.
On roads where the maximum permitted speed is 20mph or 30mph	600mm
On roads where the maximum permitted speed is 40mph or 50mph	750mm
On roads where the maximum permitted speed is 60mph	900mm
On roads where the maximum permitted speed is 70mph	1200mm

- 2) When mounted on a traffic island with and facing in the same direction as a road traffic signal at a signal controlled junction or signal controlled pedestrian crossing.
- 3) When mounted on a central traffic island or central reservation that forms part of a zebra pedestrian crossing and in conjunction with two belisha beacon globes mounted on the central island or reservation.

For specific details of approved non-illuminated bollard types or for further reference to the approved official documents, contact the Traffic team.

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SECTION 17 - SIGNING FOR CYCLISTS

- 17.0 Where off road cycle routes are provided, be they designated cycle tracks or routes shared with pedestrians, there is a commitment to providing the appropriate signing along the route, in association with a traffic regulation order. On routes where there is also a need to prevent illegal vehicular encroachment along a route, the cycle signs can be incorporated into the bollard. This will also reduce the need to erect additional signposts and prevent additional sign face clutter along side the carriageway. Cycle route signing will also need to be sympathetic with the surrounding local environment. These signs are blue circular type and will incorporate a white cycle symbol for cycle track and a combination of a white cycle and pedestrian symbol for a shared route.
- 17.1 Cycle routes having a transport purpose will be signed showing specific local destinations and mileage where appropriate.
- 17.2 Cycle route signs as described in section 17.1 that also include a white number in a red panel identify a that it is a National Cycle Route, managed by Sustrans (refer to www.sustrans.org.uk, telephone: 0845 113 00 65 or email: info@sustrans.org.uk).



- 17.3 Areas that are signed with a black cycle symbol, in a circular sign with a white background and red border, are classified as a NO CYCLING area, which is a regulatory sign, Diagram 951 (shown below), and is therefore supported by a traffic regulation order. Cyclists must dismount in these areas.



- 17.4 Any blue type cycle route signs shall be specified in Class Ref.2 type material to BS EN 12899-1.

SECTION 18 - NEIGHBOURHOOD WATCH SIGNS

18.0 Conditions for the erection of Neighbourhood Watch signs on the highway.

Neighbourhood Watch signs will be approved for erection on the highway subject to the following conditions:

- (a) The location of each sign shall be identified on the agreement and approved by the Highway Authority.
- (b) The size of the sign shall not exceed 350mm wide or 500mm high and shall be mounted with the lower edge not less than 2.1 metres above the footway or with the upper edge more than 3 metres above the footway. Signs should be attached by means of stainless steel tape and buckle, 12.5mm wide.
- (c) The sign shall be securely fixed to a lamp column and tightened into place. The secure fittings must not damage the post or column.
- (d) The Highway Authority shall be indemnified against any liability arising from the erection and maintenance of the signs. For further information regarding Public Liability Insurance, contact the Humberside Association of Neighbourhood Watch Groups (HANWaG) on Hull (01482) 444466.
- (e) The sign shall NOT be affixed to a traffic light signal or any post or lighting column to which a traffic sign is already attached.
- (f) The sign shall NOT be sited where it is likely to obscure the driver's view of any traffic sign or signal.
- (g) The Highway Authority reserves the right to remove the sign(s) if they fall into disrepair or otherwise constitute a hazard or if a traffic sign is to be erected to the lamp column on which the Neighbourhood Watch sign is erected.
- (h) The signs should be BLACK lettering and WHITE background with the central logo being yellow background with white and black symbols (see diagram in appendix E). For further information on approved signs, please contact HANWaG on Hull (01482 444466). Do not buy any signs until approval has been received in writing.
- (i) You can undertake fixing. Alternatively the Highway Authority will arrange to erect the signs on your behalf at a VAT inclusive cost of £15 per sign excluding the cost of sign and brackets. A cheque for the appropriate amount, made out to North Lincolnshire Council should accompany this request if you wish the Highway Authority to erect signs.
- (j) Your organisation accepts the maintenance liability of the signs and should undertake a regular inspection and repair programme. For a copy of the application form, refer to Appendix E of this document. For further discussion, contact 01724 297000 for details.

It is also your group's responsibility to remove the signs should the group cease to exist.

Note: Only groups affiliated to HANWaG will be allowed to erect neighbourhood watch signs on the public highway.



SECTION 19 - UNAUTHORISED SIGNS ON THE PUBLIC HIGHWAY

- 19.0 Under section 224 of the Town and Country Planning Act 1990 (TCPA 1990) it is immediately an offence to display an advertisement in contravention of regulations made under section 220 TCPA 1990, and a person found guilty of this offence may be fined up to level 4 (currently £2,500) in a Magistrates' Court, with the possibility of further daily fines of up to one tenth of that level for each subsequent day in the case of a continuing offence. The Clean Neighbourhoods and Environment Act 2005 has amended the defence in section 224 so that someone upon whose land an unlawful advertisement is displayed, or whose goods or business was the subject of such an advertisement, and charged with the offence of displaying an illegal advertisement has to prove either that the advertisement was displayed without his knowledge; or that he took all reasonable steps to prevent the display, or subsequently, to secure its removal. This is intended to make it more difficult for the beneficiaries of fly posting to avoid prosecution simply by claiming that they never consented to the advertisement.
- 19.1 Sections 48, 49, 50, 51 and 52 of the Anti-social Behaviour Act 2003 (as amended by section 31 of, and paragraphs 16–19 of Schedule 4 to, the Clean Neighbourhoods and Environment Act 2005) enable the Council to serve a 'defacement removal notice' on the owners, occupiers, operators (such as telecommunication companies and outdoor advertising companies) of 'relevant surfaces' (including street furniture), statutory undertakers (Gas, Water, Electricity, Telecom) and educational institutions whose property is defaced with graffiti and / or fly-posting.
- 19.2 Cost recovery provisions in the TCPA 1990 have also been introduced by the Clean Neighbourhoods and Environment Act 2005. These costs are recoverable from the person who displayed the poster or placard, or caused it to be displayed, or, if they cannot be identified, from the persons whose goods, services or concerns are publicised. In order to protect the rights of property owners and those advertising legally there is an additional provision in the section relating to compensation for damage caused as a result of the removal process and / or the removal of a poster which was displayed legitimately.
- 19.3 Defacement removal notices are not intended to be used to deal with new cases of fly posting. In such cases use of the TCPA 1990 to pursue the beneficiaries or those responsible for the fly posting is more appropriate, more effective and quicker.
- 19.4 North Lincolnshire Councils' Neighbourhood Response Team will enforce the above legislation at every opportunity so as to keep the highway clear of unwanted fly posters / advertisements and to protect the interests of the owners of lawful advertisement hoardings etc.

SECTION 20 - STREET NAMEPLATES

- 20.0 With respect to environmental awareness, street nameplates and associated posts shall be manufactured from recycled materials. Posts to be manufactured from reconstituted back plastic with textured appearance. Name face to be Makrolon type, high tensile material with white coloured vinyl graphics sub-surface applied. Lettering to be 100mm high, green coloured in rural areas and black in urban areas. Font style to be Transport Medium type. Street nameplates shall be erected 750mm above ground level.
- 20.1 Posts to be set in ST4 concrete foundations, 300mm square x 500mm deep.
- 20.2 Where any town/parish council, or civic society, wish to use alternative, more decorative types of street nameplates to enhance the visual appearance of their area may do so at their own expense and only with prior approval from the highway authority. Alternative forms of material and design of street nameplate will only be considered in those areas that are within or lead into a designated conservation area.
- 20.3 Where provided to identify a cul-de-sac, consideration should be given to incorporating the diagram 816.1 sign face into the street nameplate. This would negate the need to erect diagram 816 traffic signs/posts, thus avoiding unnecessary sign clutter.
- 20.4 Street nameplates shall generally be placed with one either side of the road, at road junctions so they are clearly visible from approaching that junction in each direction.
- 20.5 The erection of street nameplates on boundary walls or on sides of properties is limited to those locations where it is deemed necessary, such as in busy town centre locations where properties adjoin the rear of the footway and accessible widths are limited for pedestrians and wheelchair access.
- 20.6 For information regarding the placement of new street nameplates or issues relating to the required replacement of existing ones, please contact Highways.

*Highways Team
North Lincolnshire Council
Highways Depot
Brigg Road
Scunthorpe
North Lincolnshire
DN16 1AX*

Tel: 01724 297000

Email: highway.maintenance@northlincs.gov.uk

SECTION 21 - ROAD MARKINGS & ROAD STUDS (Chapter 5: Traffic Signs Manual).

Road Markings

21.1 Road markings are classified as traffic signs under the TSRGD 2002. There must therefore be strict adherence to that document, as well as the advice contained within Chapter 5 of the Traffic Signs Manual, 2003.

21.2.1 Proposals for road markings on the public highway must be authorised by the Traffic team.

*Traffic Team
North Lincolnshire Council
Hewson House
Station Road
Brigg
North Lincolnshire
DN20 8XY*

Tel: 01724 297000

Email: traffic@northlincs.gov.uk

Road markings or layouts that are not contained within the TSRGD 2002 are not permitted without prior approval from the Department for Transport, including those that are experimental and under trial.

21.3 Where road markings are proposed on new developments, where the highway is programmed for future adoption, layout details will require submitting to the Council's Highway Development Services section for prior approval.

*Highway Development Services
North Lincolnshire Council
Hewson House
Station Road
Brigg
North Lincolnshire
DN20 8XY*

Tel: 01724 297000

Email: traffic@northlincs.gov.uk

21.4 Road markings are as important as signs. The purpose of road markings and road studs are to define traffic lanes, carriageway edges and alignment changes, provide warning, identify parking and waiting restrictions and to convey Give Way and other instructions to road users in a manner that is clearly visible both day and night.



- 21.5 Maintenance of road markings covers both the renewal of existing markings that, over time, wear out and the replacement of road markings following resurfacing of the road. Markings are normally applied on the road surface by hand or laid with a specialised machine. The applications of road markings can also be sprayed, but will only be permitted where the road markings are provided as a temporary measure. Permanent markings shall be hand or machine applied.
- 21.6 White lines on the road are provided to help road users by giving different types of information on lane use and directions.
- 21.7 Markings that follow the length of the road inform and warn road users of approaching situations that will require them to take some form of action (i.e. solid white line - do not cross, or lane line - turn right).
- 21.8 Lines that go across the road also give instruction (i.e. stop or give way).
- 21.9 Yellow lines are provided where there is a need to restrict vehicular parking (single or double yellow lines on and/or adjacent to the kerb), or stopping (box junction markings). This can be to improve traffic flow and to prevent obstructions on the road.
- 21.10 The Highway Code gives examples and the rulings controlling the use of the types of approved lines for use on the public highway.

Coloured Surfacing

- 21.11 Type approval for proposed use of any coloured surfacing on the public highway must be obtained from the Highway Authority prior to use. Contact the Traffic Team

*Traffic Team
North Lincolnshire Council
Hewson House
Station Road
Brigg
North Lincolnshire
DN20 8XY*

Tel: 01724 297000

Email: traffic@northlincs.gov.uk

Where coloured surfacing is laid within the carriageway, a 150mm wide channel spacing should be left adjacent to the kerb to allow for surface water drainage.

- 21.12 Green coloured surfacing may only be used in cycle lanes, to either highlight the start of the lane, across the full width of road junctions, or to highlight advance stop lines for cyclists at traffic signals. The lane should not be coloured for its entire length.



- 21.13 Red coloured surfacing may be used for other general traffic calming measures, but due to the high maintenance required and experience from across the country its use is discouraged for other forms of traffic engineering.

- 21.14 Buff coloured skid resistant surfacing may be used on local safety schemes at junctions, roundabout approaches and approaches to pedestrian crossings, where improvements to skid resistance levels of the road surface are necessary, or to improve the definition of the junction layout.

- 21.15 In conservation or environmentally sensitive areas buff bauxite, or other colours to complement natural stone colour, may be used providing that skid resistance can be achieved in accordance with the Council's skid policy. The Environment Officer for built environment should be consulted as part of the design process, for schemes in such areas, telephone 01724 297396.

- 21.16 The placement of 'SLOW' road markings should be done so directly onto the road surface. Placement over patches of coloured surfacing, as part of traffic calming measures, should be avoided. These layouts are a maintenance liability and, as the colours fade, they do not provide any impact to gain significant speed reduction benefits. Where a rumble strip is provided as part of a village entry treatment, 'SLOW' road markings shall be placed directly on to the road surface in between coloured strips, rather than upon them.



Protection Markings (H bar)

- 21.17 The use of 'H' bar, keep clear markings **will only be used** to protect disabled crossing sites. This is an advisory marking only. The 'H' will not be used to protect private driveways. Existing 'H' bar markings covering private accesses will not be maintained or replaced should the surfacing be replaced. The 'KEEP CLEAR' marking will only be used to protect private accesses in

exceptional circumstances at locations deemed appropriate by the Traffic Team

Road Markings Specification

- 21.18 In order for the road markings to effectively fulfil the required role, a minimum specification will be required. The specification is based upon the requirements of BS EN 1436: 2007 +A1:2008 Road marking materials — Road marking performance for road users. The use of thermoplastic road marking materials or paint should conform to the requirements of BS EN 1871:2000
- 21.19 Functional Life: Road markings are to have a minimum functional life of 2 years from the date when they are applied or when they are first trafficked, whichever is the later. The functional life is defined as the period during which the road marking fulfils all the requirements initially specified by the responsible Highway Authority. The contractor under the authority's road marking contract should monitor road markings that are less than 2 years old, with them being responsible for undertaking remedial work as necessary.
- 21.20 Colour: Lines shall be a basic white, or yellow colour. Yellow lines shall be standard lemon yellow (BS 381C no.355), except when used in conservation areas where they shall be primrose yellow (BS 381C no.310). Line widths will vary depending on their purpose. For parking restrictions (single or double yellow lines), they shall be 100mm wide in all areas, apart from in conservation areas, where the change in colour is also supported by the change in widths, to 50mm wide.
- 21.21 Retro reflectivity: (Shall conform to BS EN 1436, Table 3, see over page) White road markings should achieve a minimum dry road retro reflectivity of 150mcd/m²/lux (Class R3) for their minimum functional life of 2 years. At high-risk local accident sites, there may be a need to increase road definition. Reference should be made to Table 3 of BS EN 1436 for available options. Similarly where increased definition is required during wetness and rain conditions reference should be made to Table 4 and 5 of BS EN 1436. Yellow road markings should achieve a minimum dry road retro reflectivity of 80 mcd/m²/lux (Class R1) for a functional life of 2 years.

Table 3 — Classes of R_L for dry road markings

Road marking type and colour		Class	Minimum coefficient of retroreflected luminance R_L in $\text{mcd}\cdot\text{m}^{-2}\cdot\text{lx}^{-1}$
Permanent	White	R0	No performance determined
		R2	$R_L \geq 100$
		R3	$R_L \geq 150$
		R4	$R_L \geq 200$
		R5	$R_L \geq 300$
	Yellow	R0	No performance determined
		R1	$R_L \geq 80$
		R3	$R_L \geq 150$
		R4	$R_L \geq 200$
Temporary		R0	No performance determined
		R3	$R_L \geq 150$
		R5	$R_L \geq 300$
The class R0 is intended for conditions, where visibility of the road marking is achieved without retroreflection under vehicle headlamp illumination.			

- 21.22 Luminance Factor: (Shall conform to BS EN 1436, Table 2, below) In dry conditions, for white markings, the luminance factor value shall be 0.3 (Class B2). For yellow markings, the value shall be 0.2 (Class B1).

Table 2 — Classes of luminance factor β for dry road markings

Road marking colour	Road surface type	Class	Minimum luminance factor β
White	Asphaltic	B0	No performance determined
		B2	$\beta \geq 0,30$
		B3	$\beta \geq 0,40$
		B4	$\beta \geq 0,50$
		B5	$\beta \geq 0,60$
	Cement concrete	B0	No performance determined
		B3	$\beta \geq 0,40$
		B4	$\beta \geq 0,50$
		B5	$\beta \geq 0,60$
Yellow		B0	No performance determined
		B1	$\beta \geq 0,20$
		B2	$\beta \geq 0,30$
		B3	$\beta \geq 0,40$

The class B0 is for when daytime visibility is achieved through the value of the luminance coefficient under diffuse illumination Q_d , see 4.2.2.

- 21.23 Skid resistance: (Shall conform to BS EN 1436, Table 7) On all markings the minimum skid resistance, for their minimal functional life of 2 years, shall be 50 (Class S3). In critical areas and high-risk accident sites, where an enhanced marking may help to reduce accidents, the minimum skid resistance shall be increased to a value appropriate for the site category.

Table 7 — Classes of skid resistance

Class	Minimum SRT value
S0	No performance determined
S1	SRT ≥ 45
S2	SRT ≥ 50
S3	SRT ≥ 55
S4	SRT ≥ 60
S5	SRT ≥ 65

The class S0 is for when the SRT value cannot be measured.

- 21.24 All new road markings are to be reflectorised by the addition of glass beads, unless otherwise advised within Chapter 5 of the Traffic Signs Manual 2003 (e.g. yellow bar markings on roundabout approaches).
- 21.25 Dimensional tolerances: The width tolerances and thickness for screed, spray, pre-formed and extrusion white or yellow lines shall be in accordance with the current TSRGD 2002. With the exception of raised rib edge-line markings, in no case shall any materials be laid more than 6mm thick.
- 21.26 Raised Rib Edge Line: The specification for raised rib edge line shall be in accordance with the Specification for Highway Works volume 1 clause 1212.
- 21.27 Quality Assurance schemes: All materials and solid glass beads shall be obtained from manufacturers who operate Third Party QA Schemes under EN 29002.
- 21.28 Sector Scheme 7: The Road Marking Contractor shall operate a Quality System complying with Scheme No.7 of the Sector Schemes for Quality

Application of Road Markings

21.29 Where road markings are required then they shall comply with the following requirements:

- Where existing road markings are removed, all markings at road junctions should be re-applied within 24 hours, where possible. This requirement may be met initially by the application of temporary markings, which must be maintained until the permanent markings are applied. Suitable temporary signing to warn motorists should be in place at all times.
- All permanent road markings should be applied within 2 weeks following any removal of existing road markings. Where road markings are to be renewed following surface dressing of the carriageway, all loose chippings where the marking is to be applied shall be removed prior to the application.
- During any period of absence of road markings, signs to diagram 7012 of the TSRGD 2002, stating 'NO ROAD MARKINGS FOR "x" MILES', shall be erected and maintained throughout the duration of time until road markings are re-applied. The signs shall be required on each approach to the affected section of carriageway, including any affected side roads connecting to it.
- Where a marking is laid on top or partially on top of an existing marking, the Contractor shall be responsible for ensuring that the resulting combined marking complies with the current TSRGD 2002 (also see section 21.36 for restrictions on thickness of road markings).

21.30 The works shall be undertaken in accordance with the requirements of BS EN 1436 and the following: -

- All loose material shall be removed from the surface before the markings are applied.
- Road marking materials shall only be applied to surfaces that are dry and clean. Markings shall be free from raggedness at their edges and shall be uniform and free from streaks. Longitudinal road markings shall be laid by approved mechanical means to a regular alignment.

21.31 Sprayed markings shall be applied by an approved pressure spraying unit to a thickness not less than 3.0mm exclusive of any surface glass beads.

21.32 Thermoplastic screed markings shall be laid to a thickness not less than 4.0mm and not greater than 5.0mm exclusive of any surface glass beads. Extruded markings shall be laid to a thickness not less than 3.0mm exclusive of any surface glass beads.

21.33 Immediately following the application of material for any road markings, Class B solid glass beads shall be incorporated into the road marking mixture (apart from preformed markings) and to the wet surface of the marking in situations where increased skid and retro reflectivity values are specified.

Inspection of Road Markings and Road Studs

- 21.34 The CSS (formerly County Surveyors Society) issued their guidance note – CSS Guidance Note LATD 26/06 Inspection of Road Markings and Road Studs in January 2006. This document is a version of the Highways Agency’s standard TD 26: Inspection and Maintenance of Road Markings and Road Studs on Motorways and All-purpose Trunk Roads 2005 which has been adapted by the CSS for use by Local Authorities on their own highway networks. CSS also propose to review the document in the future.
- 21.35 North Lincolnshire Council shall adopt this document and its procedures for the Inspection & Maintenance of Road Markings & Road Studs in its entirety with the following exceptions.
- Assessment of Luminosity: This is being developed by North Lincolnshire Council as part of its overall Asset Management Plan.
 - Wet Night Retro reflectivity: This is being developed by North Lincolnshire Council as part of its overall Asset Management Plan.
- 21.36 A copy of CSS Guidance Note LA TD 26/06 ‘Inspection of Road Markings and Road Studs’ is included within Appendix C. With respect to the inspection, assessment and maintenance of road markings, that are of importance in relation to road safety (e.g. STOP lines and Give Way lines), refer to section 2.9 (i) of LA TD 26/06. Special attention should be paid to the frequency of inspection and maintenance of STOP and Give Way lines in rural areas, particularly where minor junctions adjoin busier de-restricted routes. Their presence and continued night and daytime visual impact is essential in relation to road safety. Greater priority should therefore be considered as to the intervention for their renewal.

Road Studs

Provision of New Retroreflecting Road Studs:

- 21.37 Provision of new road studs on the public highway must conform to the requirements of BS EN 1463, classes S1 and R1.
- 21.38 Provision of retroreflective road studs (both permanent and temporary) must also conform to the statutory requirements contained within the TSRGD 2002, regulations 31 and 32 and directions 57 and 58.
- 21.39 All retroreflecting road studs shall be installed in accordance with the manufacturer’s instructions.
- 21.40 All centre-line road studs shall have bi-directional white lenses.
- 21.41 The provision of new retro reflecting road studs shall be either of the following. Certain types listed shall, however only have specific uses dependant on certain site conditions:
- Permanent Non-Depressible Road Studs: Surface Bonded – To be applied on asphalt or concrete road surfaces. Can be used in uni-directional or bi-

directional situations. Surface applied studs should mainly be considered on predominantly straight sections of highway, where there is less risk of continuous vehicular overrun, lessening the risk of damage, accelerated wear or complete removal.

- Permanent Non-Depressible Road Studs: Embedded – 360-degree type non-depressible road studs may be applied where bi-directional reflectivity is required, such as where there are double white line systems around bends. Such road stud types will require provision with a 'flat top' finish, to be suitable where contact is possible from two-wheeled traffic. Type approval for non-depressible road studs should be sought from the Traffic and Road Safety Team, telephone 01724 297000. A non-depressible type stud shall not project above the road surface more than 20mm at its highest point.
- Permanent Depressible Road Studs: Embedded – Consist of white rubber insert, complete with retro reflective lenses, fitted into metal housing. Metal housing to be embedded and sealed into pre-core drilled road surface with hot bitumen as per manufacturers instructions. To be used in bi- and uni-directional situations. A depressible type stud shall not project above the road surface more than 25mm at its highest point, whether depressed or not.
- Permanent 'Intelligent' Type Road Studs: Embedded – To be used only at specific sites where their provision can achieve significant enhancements to road safety and reduction of accident risk at those sites with a recorded history of injury accidents. Intelligent road studs are to be embedded and sealed into the carriageway surface, as per the manufacturers instructions. Type approval should be sought from the Traffic and Road Safety Team, telephone 01724 297000.

Maintenance of Road Studs:

- 21.42 Priority for the replacement of road studs shall be at sites where they are incorporated within a double white line system of road marking and those located on principal 'A' roads or where road studs or casings are loose. Refer to LA TD 26/06 in Appendix C for further details.
- 21.43 Following day time or night time inspections, in instances where various sites are classed as a category 2 failure and are to be prioritised within a programme for road stud replacement, priority will be given to those sites where studs are missing along a section of road where there are sharp deviations in the road, such as at a bend.
- 21.44 Annual inspections are to be carried out prior to winter. Defective or missing studs are to be categorised and replaced in order of priority.

APPENDIX A

Enquiries to: Mr N Norvock
Direct Line: (01724) 297000
Fax: (01724) 297575



Temporary Direction Signing for New Housing Developments

Developer _____

Name of Development _____

Road/Street _____

Town/Village _____

Part 1: Introduction

Your request for authorisation to erect temporary direction signs on the highway for the above housing development will be considered. Before formal consent can be given, **you*** are required to complete Part 2 of this form to declare compliance with the various conditions, relating to temporary direction signing for new housing developments.

Please sign and return it to:

North Lincolnshire Council, Traffic Team, Hewson House, Station Road, Brigg DN20 8XY.

*** Where the application has been made by a signing organisation on behalf of the housing developer, the developer must sign this form.**

Part 2: To be completed by the Developer

AGREEMENT FORM

Acceptance of Conditions for Display of Signs on the Highway

I/We,agree to abide by the various conditions as detailed in the "Conditions of Acceptance for Temporary Direction Signing for New Housing Developments", contained within section 8.2 of the North Lincolnshire Council Traffic Signs Policy.

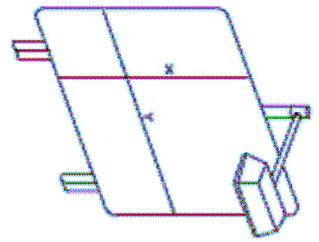
- a. I enclose a cheque for the sum of £100.00, crossed and made payable to North Lincolnshire Council to cover the cost of processing this application.
- b. I enclose a copy of the insurance document to indemnify North Lincolnshire Council against any claim that may arise as a consequence of the display of the requested temporary sign(s).
- c. I agree that only the signs authorised by North Lincolnshire Council will be erected on the public highway.
- d. I accept that the erection of any unauthorised signs may result in all of these signs, plus the previously authorised signs, being removed by the Council and the cost of such removal will be recharged to us.
- e. I confirm that I/We will erect and maintain the signs so they are not a hazard to road users.

Signed by: Name in capitals:

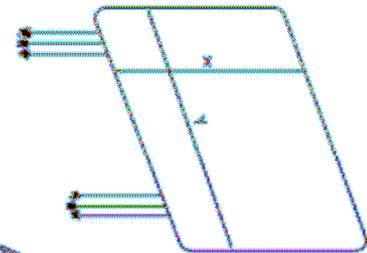
On behalf of: Designation:

Date:

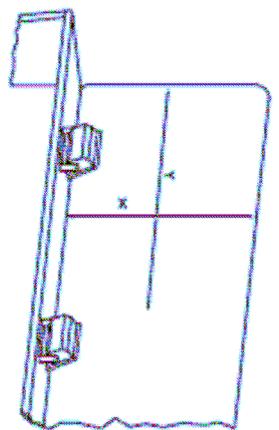
APPENDIX B



TOP MOUNTED LUMINAIRES (R)



LOW MOUNTED LUMINAIRES (S)



GANTRY MOUNTED LUMINAIRES (T)

Luminaire type	Light source	Luminaire cut set in inches	Step height (X) meters	(Y) maximum width of step in meters and number of luminaires required	Recommended Position (code type)
A *	2 x 8 watt e/a	0.3	1.2	1 ⁺ 0.5 1m 1.5 2m 2.5 3m 3.5 4m 4.5 5m 5.5 6m 6.5 7m	R
B *	2 x 8 watt e/a	0.6	1.65	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	R
C	1 x 30watt	0.6	1.8	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	R
D *	2 x 20watt e/a	0.8	2.1	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	R
E	1 x 40watt	0.9	2.1	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	R
E1	2 x 40watt e/a	0.9	2.4	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	R
E2 *	2 x 50watt e/a	0.9	3.8	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	RAS
F	1 x 80watt	0.9	3.8	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	RAS
F1 *	2 x 80watt e/a	0.9	3.6	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	RAS
F2 *	2 x 125watt e/a	1.8	5.8	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	RAS
G1 *	1 x 250watt	2.0	3.65	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	S
G2	1 x 400watt	2.5	5.5	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	S
H1	2 x 80watt e/a	0.8	3.4	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	T
H2	2 x 80watt e/a	1.0	3.4	1 ⁺ 2 ⁺ 3 ⁺ 4 ⁺ 5 ⁺ 6 ⁺	T

KEY:-
 * = Recommended size
 e/a = Side by side
 e/y = End to end

- NOTES
1. All dimensions in millimetres unless stated otherwise.
 2. All brackets shall be provided with blanking screens to prevent glare to traffic.
 3. All luminaires shall be provided with a photoelectric control unit in compliance with Clause 14.09.

APPENDIX C

CSS GUIDANCE NOTE LATD 26/06

INSPECTION OF ROAD MARKINGS AND ROAD STUDS

January 2006

1. INTRODUCTION

- 1.1 The Highways Agency has revised its standard TD 26: Inspection and Maintenance of Road Markings and Road Studs on Motorways and All-purpose Trunk Roads. The latest revision is TD26/04 and was published in 2004.
- 1.2 This Guidance Note (LATD 26/05) summarises actions Local Authorities should take to implement the advice, contained in the revised standard, for the inspection and maintenance of road markings and road studs on their own highway network.
- 1.3 This Guidance Note is referenced in Delivering Best Value in Highway Maintenance, issued in July 2005.
- 1.4 A number of inspection requirements in this Guidance Note are optional. A Local Authority should state in its Inspection and Assessment Regime documentation which of these inspections will be undertaken.
- 1.5 All criteria are tentative and will be reviewed in January 2008. This will allow CSS to assess the change in the quality of road markings following the publication of this Guidance Note and whether Local Authorities should be advised to adopt a Retro reflectivity Intervention Level of 80 mcd, to match Highways Agency requirements.

2. ROAD MARKINGS

General

- 2.1 The purpose of inspection is to identify when deterioration of a road marking could result in a reduction in the delivery of safety benefits or, in the case of a marking used to give effect to regularity provisions of the Traffic Signs Regulations and General Directions 2002, could result in its legal status being affected.

From these inspections the appropriate timing for maintenance intervention can be determined.
- 2.2 Road markings should be inspected using the methods and frequency defined within this guidance note (LATD 26/06).
- 2.3 Road Safety measures to protect personnel during testing and maintenance operations are outside the scope of this guidance note and Local Authorities are advised to refer to TD 26/04, Section 4 for guidance.
- 2.4 Section 6 of TD 26/04 lists references relevant to road markings.
- 2.5 The use of this guidance for road markings used for reasons other than safety (e.g. for parking restrictions) is optional.

Characteristics requiring inspection

- 2.6 Road markings should be routinely inspected for some or all of the following characteristics in accordance with the inspection methods set out in the flow diagrams in Annex A:
 - (i) Retro reflectivity
 - (ii) Wear
 - (iii) Luminance factor

(iv) Skid resistance

The location of the road markings will determine which of these characteristics require inspection and the methods of inspection employed (detailed in Paragraphs 2.7, 2.8, 2.9, 2.10 and 2.11).

Methods of inspection and frequency

2.7 The network should be surveyed in accordance with the following table: NB - in the case of road markings which are less than 2 years old, these will be subject to monitoring under the Authority's Road Marking Contract and thus may not require inspection.

Principal Roads and Identified accident sites	-	Annually by High Speed Monitor (in one direction, alternate the direction each year)
B Roads	-	Annually by visual inspection (in one direction), alternate the direction each year)
C Roads	-	Every 2 years by visual inspection (in one direction, alternate the direction each time)
Unc Roads	-	No routine inspection required, sub standard road markings to be identified during normal highway inspections.

2.8 For all longitudinal road markings on Principal roads and identified accident sites:

- (i) An **annual** survey of retro reflectivity by a High Speed Monitor (HSM) should be carried out and assessed against the criteria shown in the Flow Diagram A in Annex A^[1]. The results should be averaged by the HSM over 100m intervals.
- (ii) The HSM surveys may initiate further inspection by way of a visual assessment using the scoring system set out in Annex C and examples in Annex D. The visual assessment of broken road markings shall be for each road marking for the area under investigation. The average should then be taken for each 100m interval. For continuous road markings an overall assessment should be made for each 100m under investigation.

2.9 B and C roads and the areas of the Principal Road Network and Accident Sites network that cannot be surveyed by HSMs (e.g. STOP lines, Give Way lines and exit arrows) should be inspected at the intervals given in paragraph 2.7 by the alternative inspection methods set out in Flow Diagram B in Annex A. These inspections should include:

- (i) An assessment of wear.

A visual assessment should be carried out on the road markings. Assess each length of road against the criteria set out in Annex A, Flow Diagram B. When assessing STOP lines, Give Way lines and exit arrows, particular attention should be made to the areas in the wheel tracks. Where a marking is partly worn, the scoring should indicate whether or not the marking is providing the correct information to the road users.

- (ii) An assessment of luminosity.

This is optional, however, a Local Authority may consider checking luminosity because some road markings may have changed colour. Where a Local Authority decides to undertake this assessment, then a visual inspection of the luminosity of road markings should be undertaken in urban areas on Principal roads, B roads and identified accident sites. In the case of doubt, measurements of the luminance factor should be carried out on **50%** of the road markings at each location or every **20m** for continuous road markings. An average of the results should be taken and assessed against the criteria set out in Annex A, Flow Diagram B.

2.10 Wet night retro reflectivity

This is optional, however, a Local Authority may consider checking markings, which have been laid for “Wet Night” visibility. Where a Local Authority decides to undertake this assessment, then it should be undertaken in accordance with Annex A, Flow Diagram B.

2.11 Skid Resistance

A Local Authority should undertake a risk assessment to determine those lengths of road where the presence of road markings may pose a skidding risk to road users. A Local Authority should then identify critical areas of road markings on those lengths of road. Critical areas are defined as areas that pose a risk to the road user and, in particular, motorcyclists through skidding (e.g. markings within a trafficked area which are in excess of 1.5 metres in the direction of travel). Skid resistance measurements should be carried out at the intervals given in paragraph 2.7 on **a quarter** of the critical areas identified by that Authority. All critical areas should be tested over a four-cycle period. The skid resistance measurements should be carried out as detailed in Annex A, Flow Diagram C and where possible in conjunction with inspections referred to in paragraph 2.7. Measurements should be taken on those road markings, at each location, that are the most trafficked. The skid resistance should be the average of the measurements for each area.

2.12 Road markings framed by longitudinal road markings, such as hatched road markings or ghost islands, need not be inspected, as these will deteriorate at a slower rate than the surrounding markings. Road markings of this type should be replaced at the time when substandard framing/surrounding road markings are replaced.

2.13 All results should be stored for the length of time determined by the individual Authority. The results should contain the survey date, location and condition. This information should be such that the survey location can be easily identified on the Authority’s road network.

Category of Defect and Maintenance

2.14 As a result of the inspections referred to above any deficiencies in a road marking identified should fall into one of the two categories described below.

2.15 **Category 1a (High Priority):** These are deficiencies in the road marking that require prompt attention because they represent an immediate or imminent hazard, there is a breach of statutory duty (e.g. a badly worn STOP or GIVE WAY line, double white lines) or there is a poor resistance to skidding.

2.16 Category 1a defects should be rectified or made safe at the time of inspection, where reasonably practicable, or within no more than **7 days** of inspection. Where this is not possible then the appropriate prescribed sign (e.g. diagram 7012: “NO ROAD MARKINGS FOR X YARDS/MILES”) should be displayed until permanent repairs are completed. In any case, permanent repair should be completed within **28 days** of inspection.

2.17 **Category 1b (Medium Priority).** These are deficiencies in the road marking that require repair within 3 months of the inspection.

2.18 Category 1b defects should be rectified or made safe at the time of inspection, where reasonably practicable, or within no more than **28 days** of inspection. Where this is not possible, then the appropriate prescribed sign (e.g. diagram 7012: NO ROAD MARKINGS FOR X YARDS/MILES”) should be displayed until permanent repairs are completed. In any case, permanent repair should be completed within **3 months** of inspection.

2.19 **Category 2 (Lower Priority):** defects that require repair within six months of the inspection. This may be achieved as part of a planned programme of works.

2.20 Any replacement or rectification of road markings shall comply with the current RSMA StanSpec, the Specification for Highway Works (Series 1200) and associated Notes for Guidance on the MCHW, Volume 2 (Series NG1200) or the Authority’s own road marking specification, whichever is applicable.

3. RETROREFLECTIVE ROAD STUDS

General

- 3.1 A Local Authority should inspect road studs for looseness in accordance with paragraph 3.8. A Local Authority should consider whether or not it routinely inspects retro reflective road studs for defects other than looseness. If the Authority does inspect retro reflective road studs for defects other than looseness, then it should use the methods and frequency outlined below.
- 3.2 The purpose of inspection is to identify where the deterioration of retro reflective road studs is such that a reduction in the delivery of safety benefits could result. The inspection will determine the appropriate timing for maintenance intervention.
- 3.3 Many retro reflective road studs are used to give effect to the regulatory provisions of the TSRGD and this legal status may be affected by their deterioration.
- 3.4 All retro reflective road studs and others, such as light-emitting road studs, should be fixed and maintained in accordance with the manufacturers' instructions. Retro reflective and light emitting studs complying with the statutory requirements of the Traffic Signs Regulations and General Directives (TSRGD) are listed in SA 1 of the Manual of Contract Documents for Highway Works, Volume 0.

Inspection methods and frequency

- 3.5 Routine visual inspections of road studs should be carried out annually.
- 3.6 Single carriageway roads should be inspected for deficiencies in both directions where bi-directional retro reflective road studs are installed.
- 3.7 Inspections for reflective conspicuity of retro reflective road studs should be carried out during the hours of darkness in accordance with the method set out in Annex B, Flow Diagram E. A reference sample, where appropriate, may be used during the inspection. An Authority may synchronise these inspections with any other nighttime inspection e.g. night outage inspections.
- 3.8 Loose casings of "embedded" studs can have serious safety implications; they should therefore, be repaired within 24 hours. However, inspection of all road studs for looseness is a time-consuming and costly operation particularly on heavily trafficked roads. Therefore detailed inspections for this purpose should, wherever possible, be carried out when lane closures for other activities are in operation, provided the requirement to inspect annually is met.

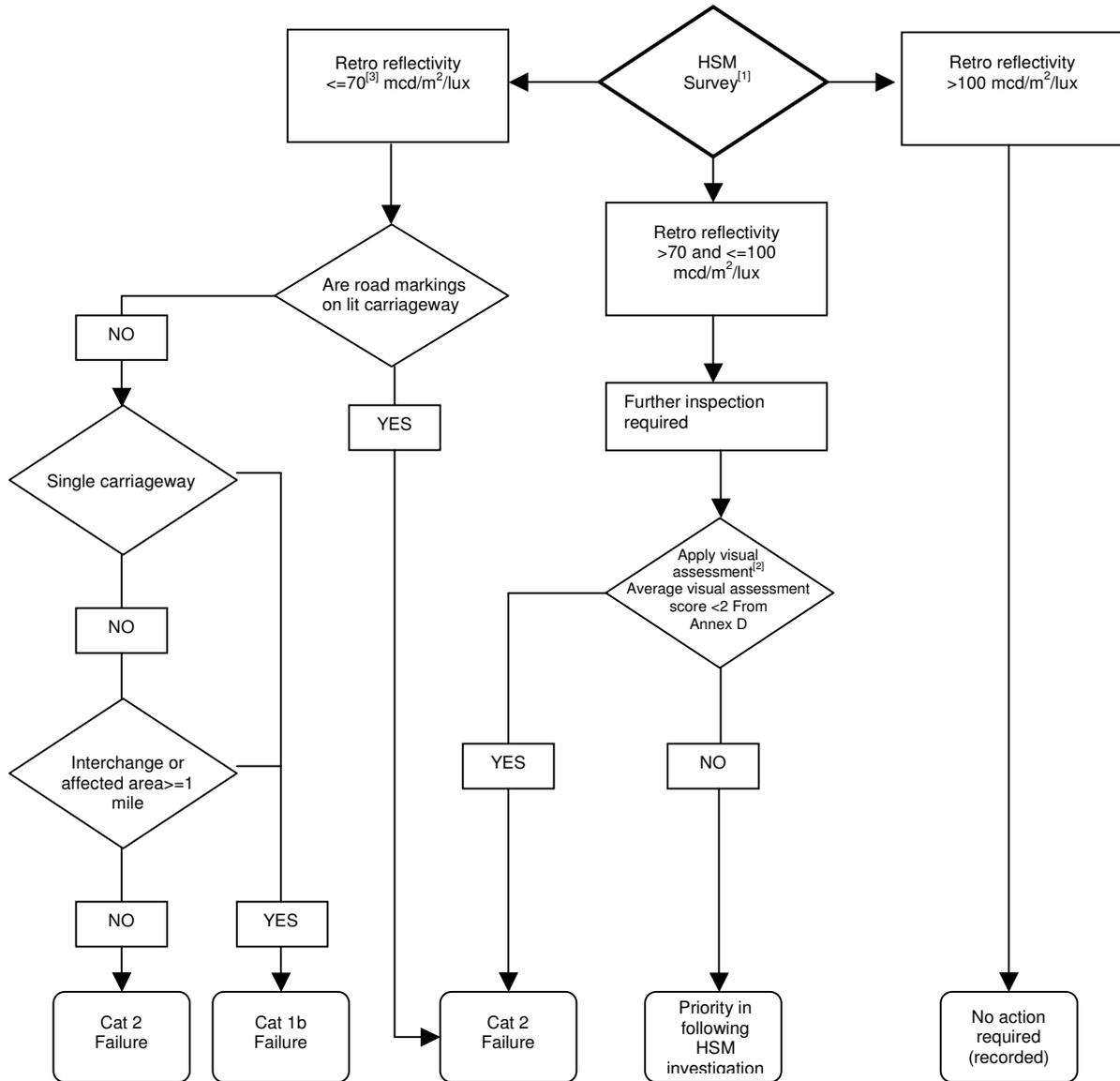
Displacement occurring in significant groupings may be indicative of a general fault condition and specific closures for road stud inspection should be arranged. Inspections should be carried out in accordance with the method set out in Annex B, Flow Diagram D.

Category of Defect and Maintenance

- 3.9 As a result of the inspections referred to above any deficiencies in a retro reflective road stud and its casing, where applicable, should fall into one of the two categories described below.
- 3.10 **Category 1 (High Priority):** Loose casings of "embedded" studs should be repaired within 24 hours.
- 3.11 **Category 2 (Medium Priority):** A Local Authority shall consider the appropriate timing for maintenance of road studs falling into this category on a case-by-case basis.
- 3.12 Replacement or rectification of retro reflective road studs should comply with the current RSMA StanSpec, the Specification for Highway Works (Series 1200) and associated Notes for Guidance of the MCHW, Volume 2 (Series NG1200) or the Authority's own road marking specification, whichever is applicable.

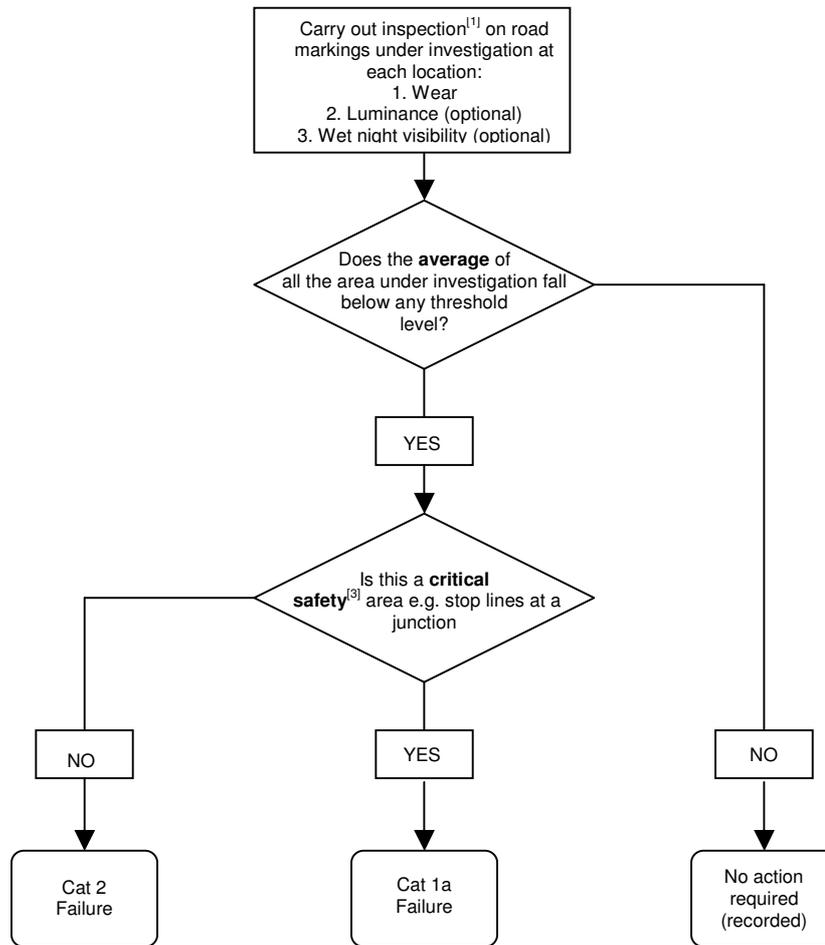
ANNEX A FLOW DIAGRAMS OF ROAD MARKING INSPECTION METHODS

Flow Diagram A: Assessment of Longitudinal Road Markings



Note 1: HSM results should be aggregated and reported over 100m lengths.
Note 2: The visual assessment system in Annex C and should be applied to each road marking and aggregated over 100m lengths.
Note 3: A value of 60mcd would result in the current quality of road markings being maintained. The value of 70mcd has been chosen to provide a short-term challenge to Local Authorities. Those Authorities who wish to increase the retro reflectivity of their road markings above 70mcd should work to an Intervention Level of 80mcd and specify that markings are to be laid to achieve 150 mcd at an age of 2 years

Flow Diagram B: Assessment on Areas Not Surveyable by HSMs (e.g side road junctions, exit arrows etc.)



Note 1: Measurements for wear and luminance factor shall be carried out on 50% of the road markings at each location or every 20m for continuous road markings. Where “Wet Night” markings have been laid, markings may be assessed by the inspection method stated in Highways Agency Standard TD26/04 Annex G, Section 6.

The measurement of luminosity and “Wet Night” visibility are optional. See Paragraphs 2.9 and 2.10.

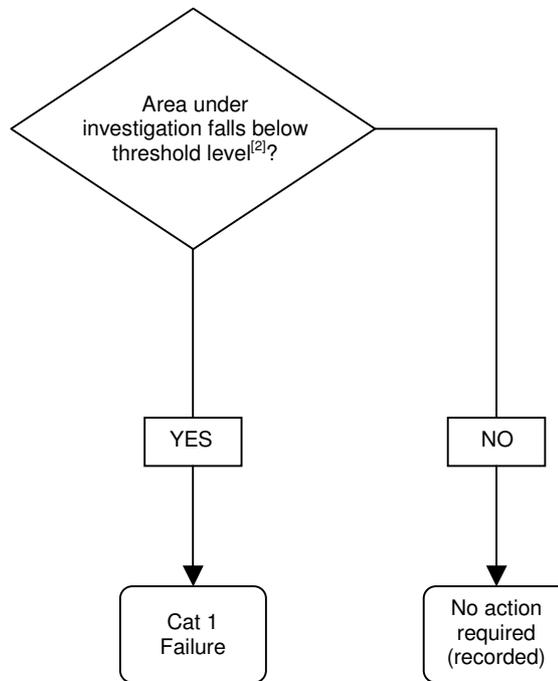
Note 2:

Characteristic	Threshold Level	Method
Wear	<2 From annex D	Visual Assessment
Luminance factor (β)	<0.30 for white <0.20 for yellow for (iii)	BS EN 1436
Wet night retro reflectivity	≤ 25 mcd/m ² /lux	BS EN 1436 and TD 26/04 Annex G

Note 3: Critical areas of the network refer to those areas that may pose a risk to the road user if badly worn.

Flow Diagram C: Skid resistance on Critical Areas

Pendulum measurements of the critical areas of the network^[1] shall be taken where possible in conjunction with the inspection detailed in Flow Diagram B (“Assessment on Areas Not Surveyed by HSMS”). Measurements should be taken on the most trafficked areas of the road markings at each location and the average calculated.



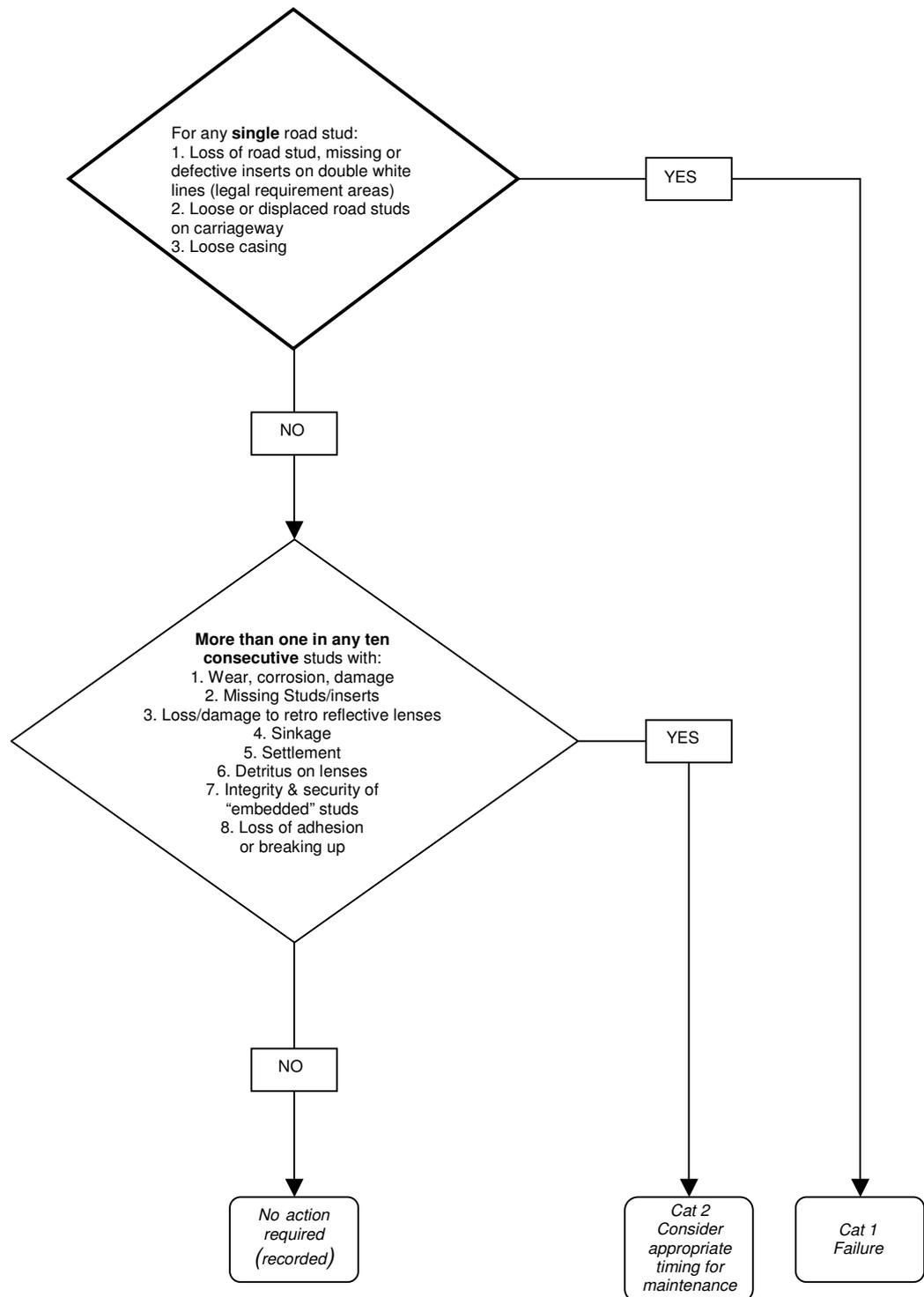
Note 1: Critical areas of the network refer to those areas that pose a risk to the road user through skidding. See Paragraph 2.10

Note 2: Skid Resistance Criteria

Area	Threshold Level	Method
Critical Areas	≤55	BS EN 1436

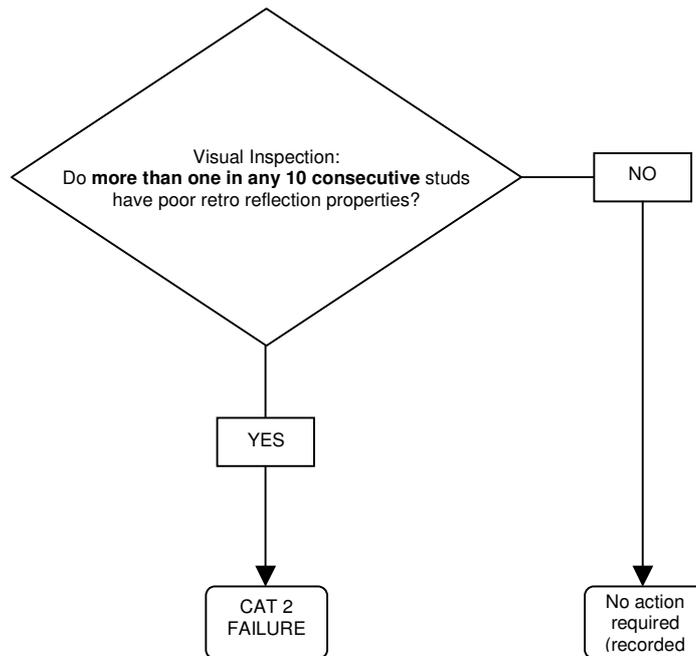
ANNEX B FLOW DIAGRAMS OF ROAD STUD INSPECTION METHODS –

Flow Diagram D: Daytime assessment of retro reflecting road studs (for consideration)



ANNEX B FLOW DIAGRAMS OF ROAD STUD INSPECTION METHODS –

Flow Diagram E: Nighttime assessment of retro reflecting road studs



ANNEX C VISUAL ASSESSMENT SCORING SYSTEM

Photographic examples for each of the scores can be found in Annex D

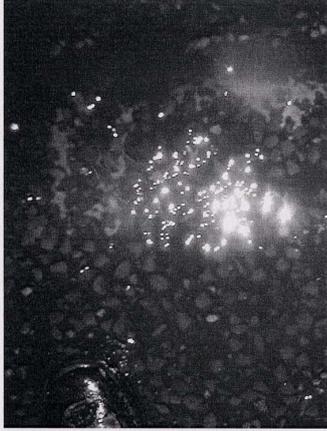
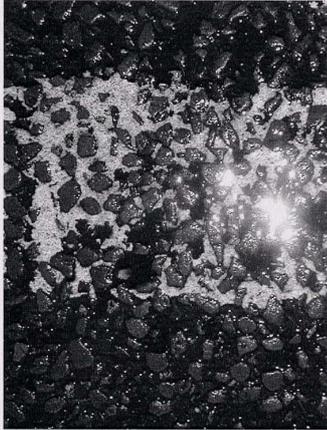
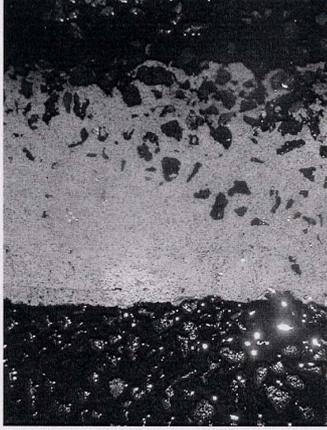
Assessment ^[1]	Score
Non-existent	0
Barely visible	1
Visible, but has bare spots and low night time conspicuity characteristics	2
Marginal – some visible wear and/or fair night time conspicuity characteristics	3
Good night time conspicuity and very little wear	4
Good night time conspicuity and no wear	5

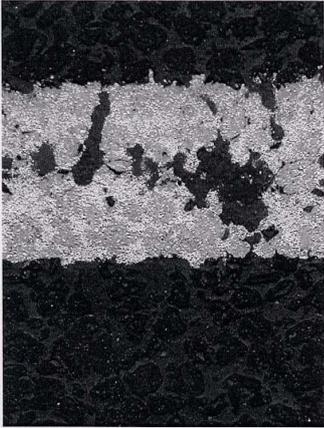
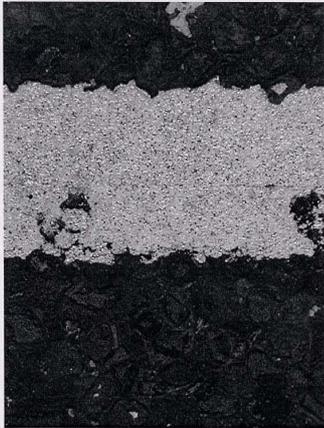
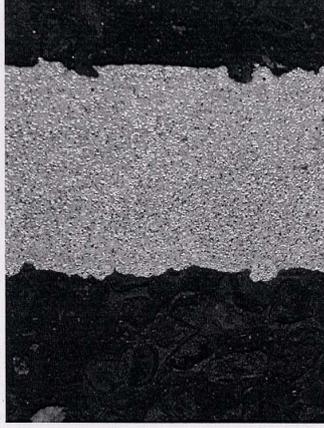
Note 1:

The visual assignment of broken road markings shall be applied to each road marking for the area under investigation and averaged over 100m intervals.

For continuous road markings an overall assessment will be made for each 100m under investigation.

ANNEX D PHOTOGRAPHIC EXAMPLES TO VISUAL ASSESSMENT SCORING SYSTEM

Score	Example
0	
1	
2	

Score	Example
3	
4	
5	

APPENDIX D

GUIDELINES FOR THE MANAGEMENT OF “A” FRAMES, SHOP DISPLAYS OR SIMILAR, PLACED ON THE HIGHWAY

This advice only relates to “A” Frame boards, shop displays or similar placed in the highway and not those placed on private land. Consent under Planning will be required for any advertising display of this type placed on private land if away from the premises to which they refer. If clarification is required about possible planning issues, please call 01724 297420 or e-mail: planning@northlincs.gov.uk

1. North Lincolnshire Council has introduced this guidance in order to try and strike a balance between safeguarding users of the highway and also looking after the interests of local businesses where practical. The Council recognises that the use of “A” Frames is a long established practice that has benefits for businesses and their customers, and wishes to provide opportunities for businesses to advertise through the appropriate use of “A” Frames and shop displays. Safety will of course remain the most important factor. Visibility lines for motorists must always be maintained, and any signs must not be an overt distraction to motorists. “A” Frames and shop displays must not at any time constitute a hazard to pedestrians or any road users.
2. All advertisers should note that the Council will not formally authorise the placing of “A” Frames shop displays or similar in the highway. **As the Highway Authority, North Lincolnshire Council retains the absolute right to require the removal of “A” Frames shop displays or similar at any time, even if they comply with the requirements of this guidance.** This guidance simply serves to advise upon the circumstances where the Council may refrain from taking action to remove or have removed “A” Frames shop displays or similar. Consequently, advertisers are strongly advised to take this into account before deciding to invest in the production of “A” Frames or other displays. The Council will not be liable for any costs should removal of the same be instructed subsequently. Furthermore, if the council itself effects removal, costs may be recovered from the advertiser.
3. The placing of “A” Frames shop displays or similar on soft verges or landscaped areas will not normally be permitted. **However**, where they do not constitute a hazard or obstruction, if they do not impair visibility for motorists, if they are only displayed during normal business hours, and they conform to the maximum dimensional requirements, they may be permitted. Other elements of this guidance must also always be considered. Where the number of “A” Frames shop displays or similar that have been placed in any one area becomes excessive, or adversely affects the aesthetics of a particular area, then their removal will be required.
4. Care should be taken to ensure that “A” Frames shop displays or similar are not positioned where they obstruct or hinder the proper functioning or maintenance of highway equipment eg drainage gullies, street lighting column access doors, or the use of street furniture by others, eg seating, bike stands etc. Also allowance should be made for the special needs of people with disabilities. It should be noted that temporary removal might be necessary from time to time for the purposes of highway maintenance activities.
5. There will at all times be a minimum of 1.8 metres clear footway between any “A” Frame shop display or similar, and the kerb, or any item of street furniture or other permanent structure.
6. No “A” Frame shop display or similar shall extend more than 0.6 metres into the footway from the highway boundary. If the front wall/fence of any property in which a business is situated is set back from the highway boundary then the allowable encroachment into the

footway i.e. 0.6 metres, will be reduced by the distance between that wall/fence and the highway boundary, but only if it is feasible to use the area between the wall/fence and the highway boundary for the siting of “A” Frames shop displays or similar.

7. Businesses can generally only place “A” Frames shop displays or similar directly in front of the premises from which the business operates. Any “A” Frames shop displays or similar must relate directly to the business of the premises in front of which they are placed. In exceptional circumstances, “A” Frames in pedestrianised areas may be positioned further away from the front of buildings to avoid more heavily trafficked pedestrian routes, (e.g. the strip immediately in front of buildings where “window shopping” takes place, or underneath canopies that shelter pedestrians in adverse weather).
8. “A” Frames may also be placed remotely (eg “A” Frames directing people up side roads) but they should only be in place during the normal business day and removed at all other times. Remote “A” Frames must be placed within a 200 metre radius of the business to which they refer. Furthermore, a maximum of 2 remote “A” frames per business premise is permitted. Remote “A” Frames should not be placed in front of any other business premises. The positioning of the “A” Frame must comply with all other elements of these guidelines.
9. The attaching of “A” Frames shop displays or similar to any item of street furniture e.g. lighting columns, traffic signs bollards, other permanent structures or trees is not permitted, and may be removed by the Council without notice. A charge for their subsequent recovery may be made. “A” Frames shop displays or similar shall be of such construction that they do not present any risk to other highway users or their property.
10. The design and appearance of “A” Frames shop displays or similar will be neat and tidy and in keeping with their immediate environment. They shall be no more than 1 metre high and 0.6 metres wide. Advertisers should note that planning consent may be required and should seek the appropriate advice. If clarification is required about possible planning issues, please call 01724 297420 or e-mail planning@northlincs.gov.uk.

For further information or to discuss your proposal please ring

01724 297000 or email:

highway.maintenance@northlincs.gov.uk

Or write to the Council’s Highway Asset Management Team at:

**North Lincolnshire Council
Highway Asset Management Team
Brigg Road
Scunthorpe
North Lincolnshire
DN16 1AX**

APPENDIX E

**NORTH LINCOLNSHIRE COUNCIL
PLACES DIRECTORATE**

**APPLICATION FOR THE ERECTION OF NEIGHBOURHOOD WATCH
SIGNS ON THE HIGHWAY**

On behalf of
I accept the conditions as contained overleaf and would be pleased if you would approve/arrange to erect the Neighbourhood Watch Signs on the following lamp columns: -

COLUMN	STREET	COLUMN	STREET
.....
.....
.....

Name	Signed.....
Address.....	Date.....
.....	Daytime Tel No.....
.....	
.....	

If the Highway Authority is to erect the signs please complete this section.

Address from which the signs can be collected	I enclose a cheque to the value of £
.....	Please send a receipt for the above amount to: -
.....	Name
	Address

Please return this form to: -

Highway Maintenance Team
North Lincolnshire Council
Brigg Road
Scunthorpe
North Lincolnshire
DN16 1AX

For North Lincolnshire Use
Form Received

Payment Received

Receipt No

Approval Given

Order To Highway Services

Signs Erected

SAMPLE OF SIGN DESIGN



For Conditions See Section 18.

APPENDIX F



NORTH LINCOLNSHIRE COUNCIL

CONDITIONS FOR THE DISPLAY OF ELECTION POSTERS ON OR ADJACENT TO THE HIGHWAY

Consent is hereby deemed to be granted by North Lincolnshire Council, as the highway authority, to the display of election posters on the highway by virtue of Section 132 of the Highways Act 1980 (notwithstanding that the official policy of the authority is to actively prevent the display of advertising signs on the highway); subject to the following conditions: -

- 1) There shall be no general display of posters on poles, posts, trees and structures within the highway.
- 2) There shall be no display of posters on fences, walls, in hedges etc. of public property abutting the highway.
- 3) Posters on fences, walls, in hedges etc. of private property abutting the highway shall be displayed only with the consent of the owners.
- 4) The display of election posters shall be restricted to no more than TWO POSTERS per candidate, irrespective of size, on the highway between 75 and 25 metres to each entrance to each polling station. A sign with a poster on either side shall constitute two posters. Signs fixed back to back on a street lamp similar shall constitute two posters. If more than one candidate's name is identified on a poster, two posters in total shall be displayed.
- 5) Where there is more than one entrance to a polling station, provided the entrances are more than 200 metres apart or are in different streets, signs will be permitted between 75 and 25 metres, to each entrance to each polling station.
- 6) No poster shall be displayed so as to obscure or hinder the ready interpretation of any authorised sign so as to endanger or inconvenience users of the highway.
- 7) No posters shall be displayed within the limits of sight lines so as to obscure the view of users of the highway at junctions. No posters shall be displayed within the limits of pedestrian crossings road markings.
- 8) Posters shall be displayed for not more than 48 hours before the Election Day and shall be removed within a period of 24 hours after the closing of the polling station.
- 9) The maximum size of the poster shall not exceed 45 cm x 60 cm and any board on which the poster is affixed shall not normally exceed 50 cm x 65 cm.
- 10) Signs shall normally be fixed by tying or banding to a minimum mounting height of 2 metres. Posters shall not be pasted onto trees, street furniture, walls or fences.
- 11) Consent is given on the understanding that the Highway Authority shall not be liable for any injury to persons or damage to property resulting from the display of posters.

Contravention of these conditions will lead to the removal of any unauthorised signs and may lead to prosecution under Section 132 of the Act, with a fine not exceeding level 4 on the standard scale. Unauthorised signs so removed may be collected by the owners from Highway Team, Highways Depot, Brigg Road, Scunthorpe, DN16 1AX. Telephone 01724 297000 or email highway.maintenance@northlincs.gov.uk

These conditions are issued without prejudice to the requirements of any other Act, Regulation or Bylaw covering Elections.

Returning Officers take this opportunity to point out that no election posters shall be displayed within a polling station or within the grounds of a polling station.

Notes 1) *The entrance(s) referred to in Conditions 4 & 5 above shall be construed as being the entrance immediately adjacent to the highway whether it leads directly into the building in which the polling station is situated or into the grounds of the polling station.*

APPENDIX G

**NORTH LINCOLNSHIRE COUNCIL
PLACES DIRECTORATE**

APPLICATION TO PLACE TEMPORARY SIGNS ON THE HIGHWAY

ORGANISATION REPRESENTED _____
NAME _____
ADDRESS _____

POSTCODE _____
TELEPHONE NUMBER _____
EMAIL ADDRESS _____

On behalf of the organisation named above I wish to apply for permission to erect temporary signs on the highway at the following locations.

1 _____ 2 _____
3 _____ 4 _____

The date of the event is _____

The date of erection of the temporary signs is _____

The date of removal of the temporary signs is _____

I agree to abide by the following conditions:

1. Signs to be a maximum of 45cm width by 60cm deep, unless agreed otherwise with the Highway Authority.
2. The actual designs, materials, lettering and colouring of the signs must be approved by the Highway Authority.
3. Signs shall not obstruct the free movement of pedestrians or motorists.
4. No signs shall be displayed within the limits of the sight lines at junctions/bends or on approaches to pedestrian crossings.
5. Consent will be given to applicants on the understanding that the Highway Authority shall not be liable for any injury to persons or damage to property resulting from the display of posters and publicity.
6. Free standing signs or signs affixed to stakes driven into the ground will not be permissible.
7. Signs shall not be pasted onto trees, street furniture or structures within the highway. The preferred method for fixing is by tying or banding with a minimum mounting height of 2.1 metres.
8. Signs to be erected only at locations agreed with the Highway Authority within 7 days of the event taking place and must be removed within 2 working days of the event or activity taking place.
9. Those involved must wear high visibility clothing and take all necessary measures and precautions to avoid danger to the public and themselves and should adhere to the guidelines given in Chapter 8 of the Traffic Signs Manual.
10. The organisation applying for the temporary signs must have adequate public liability insurance cover and shall indemnify the Council against any claim arising out of any accidents alleged to have been caused by the temporary signing. The Council will not be liable for any injury to persons or damage to property resulting from the display of temporary signs.

I agree on behalf of the organisation to the conditions as outlined above and (Where applicable) attached.

Signed _____ **On behalf of** _____

To be returned to: Traffic Team
Hewson House
Station Road
Brigg
North Lincolnshire
DN20 8XY
Email: traffic@northlincs.gov.uk

APPENDIX H

Tourist Signing - Introduction

North Lincolnshire Council has produced this information pack for anyone wishing to apply for tourism signing for his or her establishment or facility.

These tourism guidelines have been split into six separate parts. Applicants are strongly recommended to read all the parts before applying as there is a non-refundable application fee of £50.

The document has been split as follows:-

Part 1 – Tourism Signing Guidelines

This section deals with definitions, and general requirements, considerations for signing schemes and the financial arrangements. It also includes details on the application procedure.

Part 2 – Frequently Asked Questions

Many common questions are answered about tourism signing applications.

Part 3 – Application Flow Chart

This flow chart is an easy to follow guide that will let you know if your attraction or facility will in principle be eligible for signing by following the few simple questions.

Part 4 – Application Form

This is the form that must be filled in and returned to the Council. Additional information can be included on separate sheets.

Part 5 – Form of Agreement

This is the form that must be filled in by the applicant, and returned to the Council, if a signing scheme is to go ahead.

Part 6 – Annex A Approved Symbols

This is a comprehensive list of the approved tourism symbols used in the England.

If necessary further advice can be obtained from the Traffic Team

Traffic Team
North Lincolnshire Council
Hewson House
Station Road
Brigg
North Lincolnshire
DN20 8XY

Telephone 01724 297000
Fax 01724 297575
E-mail traffic@northlincs.gov.uk

1. INTRODUCTION

- 1.1 TA 93/04 and TA 94/04, published by the Department for Transport amended previous legislation relating to white on brown tourist signs. This allowed a wider range of tourist attractions, amenities and facilities to apply for signs. This circular made it clear that eligibility for signing does not mean automatic entitlement to signs, but that this depends upon a decision by the local traffic authority. This document is intended to set out the policy that will be applied by North Lincolnshire Council in considering applications within its area.
- 1.2 Special circumstances apply to requests for signs on motorways and trunk roads, as laid out in TD 52/04. These will be subject to consideration by the Highways Agency.
- 1.3 White on brown directional signs must comply with the current Traffic Signs Regulations and General Directions (TSRGD) and guidance. Signs should also comply with the design guidance given in Chapter 7 of the Traffic Signs Manual. Their main purpose is to guide visitors to a tourist destination along the most appropriate route during the latter stage of their journey, particularly where a destination may be difficult to find. This will, usually, always be from the nearest main (A or B) road (see below). Whilst it is recognised that white on brown signs are perceived by the tourist business as useful marketing tools, this is not the primary purpose for which they are provided. They should not be used as a means of circumventing planning control of advertisements, or as a substitute for good promotional material.
- 1.4 Tourism signs will only be used where they benefit road users, as an aid to navigation and road safety or traffic management reasons and only be approved where existing directional signs are not sufficient. In response to a national widespread concern over the number of tourism traffic signs, the practice with regard to the number and size of signing has altered. As such destinations and facilities will only be signed from the nearest "A" or "B" class road. Traffic will be expected to use the existing village/town signing before signing to a specific destination or facility commences.
- 1.5 Any promoter making an application for signs will be required to complete a comprehensive questionnaire, supply supporting information as requested and pay a non-returnable fee of £50 for the application to be considered. This fee is to cover administration costs.
- 1.6 On receipt of the completed application, Officers from the Tourism and Traffic Management Teams will jointly assess eligibility. This may involve interviewing promoters regarding their attraction or facility. Promoters will be required to show a significant proportion of visitors/patrons originated from outside the local area. Inspection of visitor books will be requested, if available. Please refer to the following sections on general and specific requirements for eligibility.
- 1.7 If, following a site visit, Officers consider an attraction or facility warrants signing under the terms of the policy, then a survey of the various locations at which signs will be erected will be undertaken to determine the most appropriate and economic way of providing the new signs. An estimate for the proposed signing scheme will be prepared and passed to the promoter for consideration.
- 1.8 If the promoter approves the estimate then a letter confirming this will be required prior to any sign ordering or erection on site.
- 1.9 Erected signs will remain in the ownership of the Council, but in the event of them being stolen or destroyed in an accident where costs cannot be reclaimed through insurance, the promoter will be expected to pay the costs of subsequent repair or replacement.
- 1.10 When signs require replacement through age, the promoter will be required to pay the costs of replacement.
- 1.11 The Council retains the right to remove the signs if they are to be incorporated in an overall or combined signing scheme if this occurs in the area, or to remove signs to an attraction that no longer meets the criteria required for tourism signs.

- 1.12 A form relating to points 1.9 through 1.11 will be required to be signed by the promoter and returned to the Council prior to ordering and erection of the signs on site. (See Part 5 – Form of Agreement)
- 1.13 Although some of the existing facilities and attractions already signed on North Lincolnshire's roads may not meet the revised criteria in this policy they will remain until such time as the establishment is closed or significantly altered.

2. DEFINITIONS & GENERAL REQUIREMENTS

- 2.1 The following definition of a **tourist destination** is used:

A tourist destination means a permanently established attraction or facility which:

- (a) attracts or is used by visitors to an area; and
- (b) is open to the public without prior booking during its normal opening hours

- 2.2 **Tourist attractions** include; visitor centres, theme parks, historic buildings, museums, zoos, parks and gardens, natural attractions (such as nature reserves, beaches and viewpoints), areas of special interest, country tours, tourist routes, sports centres, concert venues and cinemas.

Tourist facilities include; hotels, guesthouses, bed & breakfast establishments, public houses, restaurants, holiday parks, touring and camping parks, youth hostels, picnic sites and Tourist Information Centres.

These are not exhaustive lists, but give a broad indication of the types of establishments in each category.

- 2.3 North Lincolnshire Council will not sign retail only establishments such as garden centres or shopping centres with white on brown tourist signs. They may be signed where appropriate for traffic management or safety reasons as black and white signs. Administration, design and erection fees will be charged as laid out in this policy for any black and white signs.
- 2.4 Tourist destinations will be required to:
- (a) have adequate parking on site or close by. The signs will direct road users to the parking facilities rather than the destination itself;
 - (b) have adequate toilets on site (including for people with disabilities);
 - (c) be publicised, for example, within tourist guide books, leaflets, on a web site and at Tourist Information Centres;
 - (d) be generally of good quality, well maintained and suitable for people with disabilities
 - (e) be open to people making casual visits within normal opening hours, and not just to those who have made prior bookings;
 - (f) be open at least four hours per day for at least 150 days per year
- 2.5 Eligibility does not confer automatic entitlement to tourism signs. Decisions on signing individual establishments will depend on local circumstances, including the number of other similar establishments in the area.
- 2.6 If any directional advertisement signs relating to that destination are located on private land adjacent to the highway, additional tourism signs will not be considered.

3. SPECIFIC REQUIREMENTS FOR THE ELIGIBILITY OF TOURISM ATTRACTIONS

- 3.1 This group incorporates in the main those establishments that are open to the public offering recreational, educational or historical interest and are listed in paragraph 2.2. They are required to meet the general requirements of section 2 (see above)

4. SPECIFIC REQUIREMENTS FOR ELIGIBILITY OF TOURISM FACILITIES

4.1 In order to retain tourists' confidence in the signs system, it is important that a minimum level of quality is maintained. In addition to the general requirements set out in section 2, the facilities should satisfy the following criteria;

(a) *Hotels and other forms of serviced accommodation:*

Establishments should be members of a national quality assurance scheme which requires independent inspection of all members' premises, e.g. English Tourist Board (ETB) national classification grading scheme; AA scheme; RAC scheme.

(b) *Self catering accommodation and holiday centres:*

Establishments should be members of a national quality assurance scheme such as the ETB key scheme or British Graded Holiday Parks Scheme ("Q" Scheme).

(c) *Camping and caravan sites;*

Only those sites with 10 pitches for casual overnight use by touring caravans or tents will be eligible. Each site must also be licensed under the Caravan Sites and Control of Development Act 1960 and/or Public Health Act 1936. The site should be registered under a nationally accredited classification scheme such as the British Graded Holiday Parks Scheme ("Q" Scheme).

(d) *Youth hostels;*

Youth hostels must be managed by YHA to be eligible for the Youth Hostel Symbol.

(e) *Tourist Information Centres (TICs) and Tourist Information Points (TIPs)*

Only TICs recognised and networked by the Tourist Boards may be signed with the international "i" symbol – the word "centre" being added where the sign size and traffic conditions permit. Unstaffed or remote TIPs may be signed with the international "i" symbol if they meet the appropriate standards and are recognised by the Regional Tourist Board.

(f) *Restaurants and cafes;*

In addition to the general requirements, restaurants and cafes should normally be open for at least six hours per day, six days a week, for at least six months of the year, and have a minimum of 25 covers. They should comply with Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety Act 1990, be registered under the Food Safety Act 1990, and be able to show that they are recognised under an acceptable national quality assurance scheme such as Egon Ronay or Michelin Guide.

(g) *Public houses;*

Meals not just bar snacks, should be served both at lunch times and in the evenings.

Facilities should be provided inside the pub to allow children to accompany their parents, or the pub should hold a children's certificate. Inns with overnight accommodation should be members of a national quality assurance scheme such as ETB, AA or RAC

5. QUALITY OF TOURIST DESTINATIONS

5.1 Road users are likely to assume that erection of a tourist sign on a road network indicates Local Traffic Authority approval for the tourist destination that is shown on the signs. Membership of a recognised scheme for maintaining quality standards is therefore a relevant factor in consideration of an application.

- 5.2 There is a voluntary “Visitor Attraction Quality Assurance Service” (VAQAS) run by the English Tourism Council (ETC) and it is recommended that any tourist attraction (other than sports centres, concert venues, theatres and cinemas) signed using tourist signs should normally be accredited by this scheme. This will help maintain confidence in signing and standards generally, without the need for additional vetting by the regional and local tourist organisations.
- 5.3 Applicants should be aware that if complaints are received regarding the facility or attraction, or there is a change of use of the attraction, then the Council reserves the right to remove the signs from the highway.

6. CONSIDERATION OF APPROPRIATE SIGNING SCHEME

General

- 6.1 Having considered an application in terms of eligibility, it is necessary to consider whether a signing scheme is;
- Necessary;
 - Appropriate;
 - Safe;
 - Environmentally acceptable;
 - Relevant to an urban or rural situation;
 - More appropriately signed as part of a “generic scheme”; and/or
 - Likely to conflict with, or should be associated with, other local facilities.
- 6.2 The decision on sign design and location approval rests with the Council, and a promoter will be advised of the reasoning behind any decision. There is no ground of appeal other than against any error of fact, which may have occurred.
- 6.3 The number of signs necessary for an attraction will depend on its location. The Council will have the final decision on the number of signs to be provided.
- 6.4 Tourist attractions with direct access to an “A” or “B” class road may not need signing if the entrance is visible and identifiable from that road. In other cases on roads with a speed limit of 50mph or above, an advance direction sign from each direction, and a flag sign(s) may be needed to guide traffic safely to an attraction. Where an attraction receives a significant number of visitors (approaching 150,000), signing over a wider area will be considered.
- 6.5 Tourist attractions not located adjacent to an “A” or “B” road may be signed from the nearest “A” or “B” class road if appropriate with a flag type (or signs) at the appropriate junction or junctions leading to the site. Signing will not normally begin from a point more than five miles from the attraction. If the attraction lies between two main roads then the most desirable route will be chosen, not both approaches.
- 6.6 On leaving the “A” or “B” road class system symbolic signing (if a sign has been associated with a symbol) will be used at appropriate junctions.
- 6.7 No more than one symbol will be allowed per single establishment.
- 6.8 The last signs (i.e. the ones nearest to the destination) are considered the most important from a traffic management point of view, since they can often help guide a visitor to a destination that is difficult to find.
- 6.9 Where a tourist attraction is associated with a particular village or town, tourists will be expected to follow the normal direction signs to that village or town without the need for separate tourism signing. Additional direction signs may be required once the town or village has been entered.

- 6.10 Decisions on individual applications will continue to depend on the extent to which additional tourism signs can be provided without reducing the effectiveness of existing signs or detracting from or damaging the quality of the environment.
- 6.11 The maximum number of tourist destinations signed on a single location should not exceed four on roads with a speed limit of less than 50mph and three on roads with a speed limit of 50mph or more. The number of non-tourism signs at a location will also be taken into account in the assessment
- 6.12 Where the council considers that signing to an additional destination would create unacceptable clutter or environmental damage at a particular location or junction, then the promoter will be contacted to ask if they would be prepared to contribute towards costs of a totally new signing scheme to overcome the problem of sign clutter.
- 6.13 Generic signing schemes to groups of attractions or facilities such as hostels, or the use of signs showing symbols only, will be considered where a total number of signs are likely to be unacceptable on safety or environmental grounds.
- 6.14 Similarly, on approaches to towns, a historic town's sign will be considered more appropriate than individual establishment signing. These signs will incorporate appropriate symbols to be followed within the town.

Signs in urban areas

- 6.15 An urban area can be defined as any town or village subject to a 30 or 40mph speed limit.
- 6.16 The signing in these areas will be subject to stringent control.
- 6.17 There will be a general presumption against tourism signs that a visitor would normally expect to find in a town or village centre in particular, shops, serviced accommodation, restaurants, cafes etc unless the applicant can demonstrate an exceptional case for signing of their establishment.
- 6.18 It will be a general principle to provide visitor information either in the form of strategic tourist information points or historic town signs on the main approach roads into the urban areas, or local tourist information points at the main points of visitor arrival to link up with systems of pedestrian signing.
- 6.19 This combination of visitor information and pedestrian sign posting is generally considered to be more appropriate to the urban environment, both as a means of helping the visitor with their orientation within the town and in certain circumstances to promote the location of individual facilities or attractions.
- 6.20 Wherever possible, symbols will be used to sign to the nearest car park, from where pedestrians can be provided with information in the car parks.
- 6.21 Where facilities lie on the outskirts of an urban area, and not in the centre, provided car parking is available locally and all other general requirements are met, then signing may be considered. This will not necessarily be from the town or village centre to the establishment on the outskirts.

Miscellaneous information

- 6.22 Responsibility for signing lies with the Highway Authority for the area in which the facility is located. Separate agreements with adjacent local authorities may be required if a facility wishes signing across county boundaries and the signing is justified.
- 6.23 If a destination is closed for part of the year (e.g. during the period October to March), then the signs will be flap types, so that the legend would only be visible during the period when the destination is open.
- 6.24 Where one type of establishment already has signs and a second establishment of a similar nature request signs at the same locations then the applicant must approach the existing

signed establishment and come to some agreement regarding an alternative more generic type of signing at their expense. Written confirmation will be required from the original signed establishment that this is acceptable. This is to reduce multiple signs appearing at locations for similar establishments.

7. EXCESS SIGNING DEMAND

- 7.1 For safety purposes, it is important that individual signs are not overloaded with information. If a new destination requires signing from a location that already has the maximum recommended number of destinations on existing signs, it may be refused if an alternative sign design for that location cannot be justified.

8. BYPASSED COMMUNITY TOURIST FACILITY SIGNS & LOCAL SERVICES SIGNING

- 8.1 Bypassed community signs are associated with a break during a journey rather than being the final destination sought by the driver, and are intended to provide information about local tourist attractions, facilities and tourist information.
- 8.2 Bypassed community signs should not duplicate information given on other directional signs for a community.
- 8.3 Bypassed community signs should not be used where it is more appropriate to use "local services" signing, i.e. where there is no tourist information facility (TIC or TIP) or qualifying tourist attraction. A separate criterion exists for signing of bypassed communities with "local service" signing. All the services (public parking, toilets, fuel and refreshments) must be available at least during normal shop opening, 9.30 am to 5.00pm, Monday to Saturday, throughout the year, including public holidays for "local services" signing.
- 8.4 Tourist facility signs may be erected, on occasion where criteria are met, at the expense of the Tourism Team. The tourist operators in that area will be asked to contribute towards the cost of the signs.

9. FINANCIAL ARRANGEMENTS

- 9.1 All tourist signing permitted under the scope of this policy will be at the expense of the applicant, so North Lincolnshire Council incurs no financial burden in allowing tourist signing on their roads. The Local Authorities (Transport Charges) Regulations 1998 provide a means for a highway authority to recover its costs, including administrative ones. This is so the taxpayer is not burdened by the expense of tourism signing.
- 9.2 Any promoter making an application for signs will be required to complete a comprehensive questionnaire, supply supporting information as requested and pay a non-returnable fee of £50 for the application to be considered. This fee is retained whether the application is successful or not, in order to cover administration costs.
- 9.3 A design fee of £250 for the design and administration of a signing scheme by North Lincolnshire Council will be charged to successful applicants regardless of how many signs are required for the scheme. If the promoter proposes to use a private consultant for the design of the signing scheme then a fee of £200 will be charged for the administration of this option and location assessment and approval.
- 9.4 A typical sign of size 1.2m x 0.6m erected on two posts costs in the region of £500. A quotation for the full scheme will be provided if the applicant is successful.
- 9.5 Should sign(s) need to be replaced due to theft or damage, the applicant will be charged the full cost of the sign plus a £50 fee to cover administration.
- 9.6 Applicants will be required to sign a Form of Agreement covering points 1.9 – 1.11, 9.3 and 9.5 before any ordering or erection of signing on site.

10. APPLICATION PROCEDURE AND TIMESCALES

- 10.1 An application involves a non-refundable assessment fee and as such the applicant is strongly recommended to read through all the enclosed information before applying.
- 10.2 Only written applications on the correct form will be accepted. If the application is unsuccessful a full explanation for the refusal will be given.
- 10.3 If successful the applicant will be advised of the full cost of providing a tourist sign scheme, which will be at the expense of the applicant.
- 10.4 Tourism signing schemes will be progressed as resources allow, depending on current workloads and number and complexity of requests received. As such no specific timescales can be given.
- 10.5 It can take as long as 6 months for signing to be assessed ordered and erected on site if an application is successful.

FREQUENTLY ASKED QUESTIONS ABOUT TOURISM SIGNS

Q.1 Are we eligible for signing?

A.1 In principle, all businesses that rely upon or receive custom from tourists are eligible to apply for brown signs. Part 1 of this document, Tourism Signing Guidelines, gives more details. Please read them as there is a non-refundable application fee of £50.

Q.2 When can we make an application?

A.2 You can apply for tourism signing at any time of the year, however, it may take up to 6 months for an application to be assessed, signs designed and erected on site. It is recommended that applications are sent to the Council in September, October and November in order for signs to be erected for the following summer season.

Q.3 Why does it take so long?

A.3 Priority of the Traffic Management Teams workload is given to undertaking Local Transport Plan Schemes and Local Safety Schemes to try and reduce the number of accidents on the County's roads. As such, immediate assessments, sign design and erection of tourism signs cannot be guaranteed and so can sometimes take up to 6 months but we will aim to at least assess the scheme at the earliest opportunity. You will not be forgotten!

Q.4 How much do traffic signs cost?

A.4 It depends on the number and size of signs required for the scheme. Traffic signs are an essential guide to road users and are made from specially designed retroreflective materials. This is to ensure they can be seen at appropriate speed for the road and varying weather conditions. In general a traffic sign of 1.2m x 0.6m erected on two posts will cost in the region of £500.

Q.5 We already have signs but want some more?

A.5 Additional signing is subject to the same application rules and will require a new application. It will not be treated as an extension of the existing agreement.

Q.6 Why have I been refused signing, but others have signs at the location I want?

A.6 You may have been refused for one of the following reasons;

- (a) You are deemed not to meet the criteria for a "facility" or "attraction" as described in the guidelines.
- (b) The maximum number of traffic signs at any one location is six. If the signing at the junction is deemed to be at capacity, then no additional signing will be accepted.

Q.7 I am happy with my own private signing - Why should I pay to have anything else?

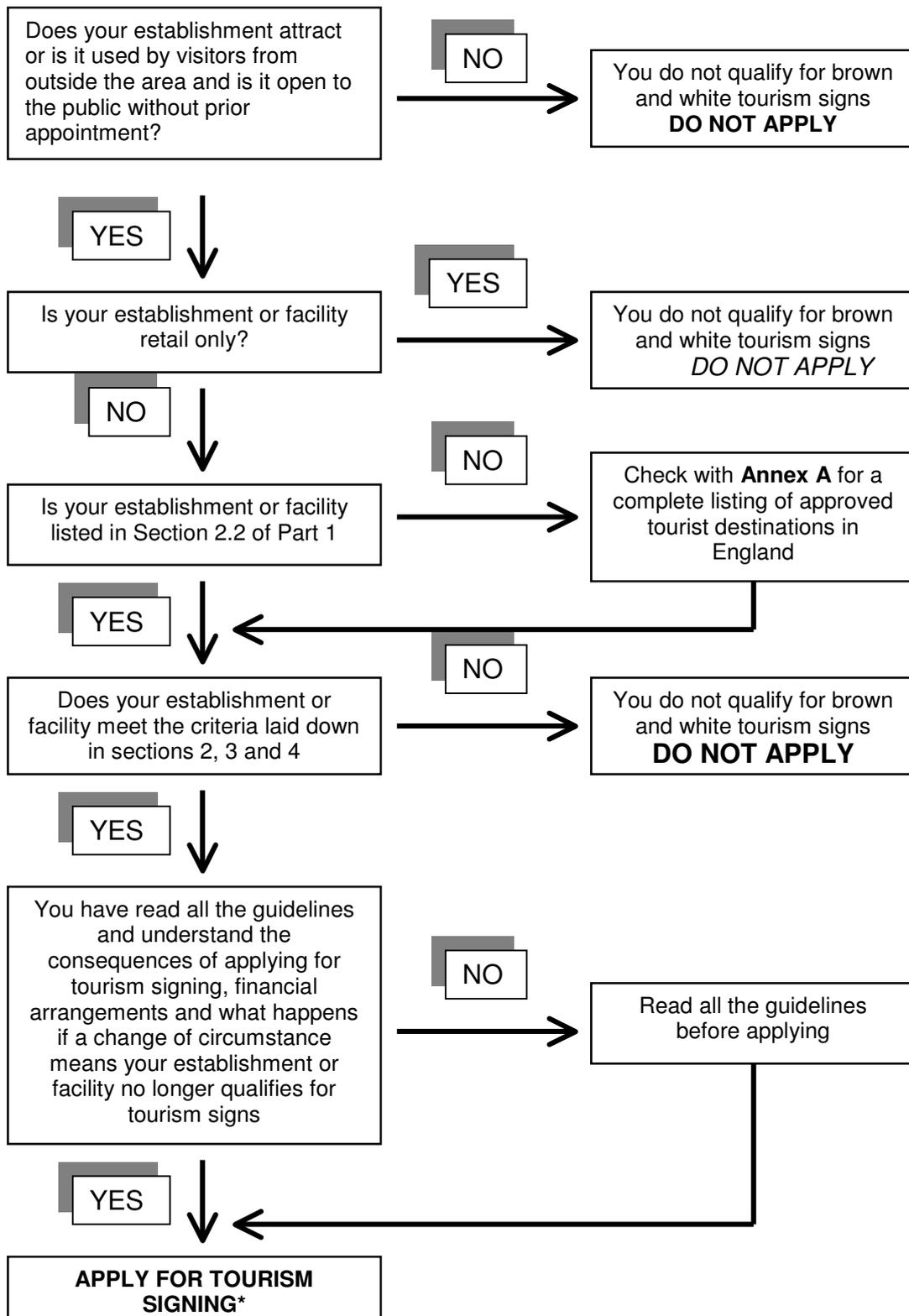
A.7 If you place your own signs within the highway boundaries they are likely to be illegal and North Lincolnshire Council will seek their removal. If your sign is located within private land adjacent to the highway and is without planning permission, then North Lincolnshire Council may undertake action against you.

Q.8 Once I have the signs can I stop advertising the facility?

A.8 No. Traffic signs are not a substitute for advertising a facility. Many applicants think they are a good way of advertising and allowing passing trade to drop in. No one is entitled to passing trade and signs are only erected to direct people to places where there are genuine traffic problems. If it is deemed that an establishment is not keeping up its quality assurance standards or advertising the signing will be withdrawn.

TOURISM SIGNING APPLICATION FLOW CHART

To help you decided if you should apply for tourism signs please follow the flow chart below. It could save you a non-refundable application fee of £50.



* Tourism signs are not erected as advertisements, for an establishment or facility, on the highway. Traffic signing is expensive. They are not substitutes for advertising or producing your own literature and maps.

Even if you have gone through the flow chart and feel you qualify for signing it does not automatically mean you will be allowed traffic signing at certain locations due to site specific limitations or sign overloading. See the guidelines for more details. A site assessment, estimate and location approval will be given once the initial application form and fee has been received.

Any queries should be directed to the Traffic and Road Safety Team at North Lincolnshire Council Telephone **01724 297000** or e-mail traffic@northlincs.gov.uk

APPLICATION
FOR TOURISM SIGNING
(See notes for guidance)

Traffic Team
North Lincolnshire Council
Hewson House
Station Road
Brigg
North Lincolnshire
DN20 8XY



NAME OF ATTRACTION OR FACILITY

CONTACT NAME ADDRESS

TELEPHONE

FAX

E-MAIL

DESCRIPTION *(please specify e.g. Hotel, historic property, caravan site etc)*

NUMBER OF VISITORS A YEAR (APPROXIMATE)

OPENING TIMES

IS PRE-BOOKING REQUIRED?

RELEVANT CONSENTS *(please specify e.g. planning, fire, health etc)*

SELF PROMOTION *(e.g. advertising, brochures, leaflets, web sites – please attach examples)*

FACILITIES *(please tick as appropriate)*

CAR PARKING

TOILETS

REFRESHMENTS

GUIDES

NO. OF SPACES

DISABLED TOILETS

GIFT SHOP

DISABLED ACCESS

ANY OTHER

(please list)

QUALITY ASSURANCE

(list membership or registration with relevant schemes or trade associations)

ANY OTHER INFORMATION

(please feel free to enclose additional information here, or on additional sheets, you feel may help your application)

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE ADDRESS SHOWN. IF NECESSARY GIVE DETAILS OF YOUR PROPOSED SIGNING SCHEME ON AN ATTACHED SKETCH PLAN SHOWING THE APPROXIMATE SIZE AND LOCATION AND THE NUMBER OF SIGNS. YOU SHOULD ALSO ENCLOSE A NON-REFUNDABLE APPLICATION FEE OF £50 MADE PAYABLE TO NORTH LINCOLNSHIRE COUNCIL AND CROSSED

I certify that the above information is correct to the best of my knowledge and enclose an application fee of £50

SIGNED

On behalf of

DATE

**FORM OF AGREEMENT
FOR ESTABLISHMENT OR FACILITY**

**Traffic Team
North Lincolnshire Council
Hewson House
Station Road
Brigg
North Lincolnshire
DN20 8XY**



NAME OF ATTRACTION OR FACILITY

CONTACT NAME

ADDRESS

**TELEPHONE
FAX
E-MAIL**

- I understand that I have to pay all the administration, design and installation costs associated with signing this tourism establishment or facility.
- I understand that once erected signs will remain in the ownership of the Council, but in the event of them being stolen or destroyed in an accident where costs cannot be reclaimed through insurance, I will be expected to pay the costs of subsequent repair or replacement.
- When signs require replacement through age, I the promoter, will be required to pay the full costs of replacement signs, plus a £50 administration fee.
- The Council retains the right to remove the signs if they are to be incorporated in an overall or combined signing scheme if this occurs in the area, or to remove signs to an attraction that no longer meets the criteria required for tourism signs.
- In the event of poor customer feedback from the public or Council Officers then North Lincolnshire Council reserves the right to remove the signs.

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE ADDRESS SHOWN.

I certify that the above information is correct to the best of my knowledge.

SIGNED

On behalf of

DATE

ANNEX A – Approved Symbols for Use on Tourist Signs in England

- Tourist Information Point or Centre
- Castle of historic or architectural interest
- House of historic or architectural interest
- Picnic area
- Youth Hostel
- Caravan Site
- Camping Site

- Woodland recreation area
- Viewpoint
- Light refreshment
- Restaurant

- Hotel or other overnight accommodation
- National Trust property
- Flower garden or horticultural exhibition
- Preserved or tourist railway or railway museum
- Water sport activities
- Church of historic or architectural interest
- Cathedral of historic or architectural interest
- Wildlife Park
- Windmill of historic or architectural interest

- Zoo
- Agricultural museum
- Equestrian centre
- Country park

- Bird garden
- Pleasure or theme park
- Nature Reserve
- Historic dockyard or attraction of maritime interest
- Air museum
- Beach
- Farm park
- Poetry or craft centre
- Prehistoric site or monument
- Butterfly farm
- Canal-side attraction
- Industrial heritage museum or attraction
- Watermill of historic or architectural interest
- Aquarium or oceanarium
- Site with Roman remains
- Heavy horse centre
- Motor museum
- Craft centre or forge
- Spa, spring or fountain of particular interest
- Farm trail
- Vineyard
- Golf course
- Race Course
- Motor sport

- Cricket ground
- Football ground
- Canoeing
- Fishing
- Boat hire
- Cycle hire
- Woodland walk in a coniferous forest
- Woodland walk in a deciduous forest
- Outdoor pursuits centre

- Roller skating
- Ice skating
- Ski slope
- Ten pin bowling
- Birds of prey centre
- RSPB bird reserve
- Centre approved by the Rare Breeds Survival Trust
- Safari Park
- Battlefield site
- Brass rubbing centre
- Tower or folly of historic or architectural interest
- Historic building
- Lighthouse open to the public
- Pier
- Swimming pool or indoor water centre
- Tram museum
- Bus museum
- Cinema
- Theatre or concert hall
- Tourist attraction recognised by a regional board or English Tourist Board
- Property in care of English Heritage
- Museum or art gallery
- Sports centre
- National nature reserve designated by English Nature

APPENDIX I





5 minute guide to: Community Speedwatch

Prepared by

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DN15 6QB

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Introduction

This '5 Minute Guide' aims to provide a brief overview of the procedures that relate to the North Lincolnshire Community Speedwatch project.

Background

Through Neighbourhood Action Teams it became apparent that speeding is a very important issue for the residents and communities of North Lincolnshire. The North Lincolnshire Road Safety Partnership devised the North Lincolnshire Speed Management Strategy, which allows the worst locations with the highest number of road casualties and with the worst speed offending rate, to be targeted in a number of ways to reduce vehicle speeds which will reduce both the severity of injury and the number of casualties.

Priority Locations

There are currently 21 locations with a high number of road casualties and with a high speed-offending rate that meet the strict guidelines to be enforced by the Safer Roads Humber Safety Camera Team with their mobile safety-camera vans and motorcycles.

The Speed Management Strategy targets 48 locations through such initiatives as publicity, engineering, 'flashing' vehicle activated signs, other high visibility 'Check-Your-Speed' signs and Police enforcement, or a combination of these measures.

Identifying Priority Locations

In order to identify those worst locations, roads are nominated by the Police, Town and Parish Councils, Elected Members and the general public, via the Neighbourhood Action Team. These roads are passed by the Safer Neighbourhoods Officer to the North Lincolnshire Council Safer Roads Team, where any location not previously monitored for traffic flows and vehicles speeds etc, are monitored over a seven day period with the use of an electronic traffic-monitoring device to determine the level of offending.

The monitoring results are then inputted into the Speed Management Strategy, where they are scored on the number of road casualties, the speed-offending rate, and also the number of road junctions and accesses, and vulnerable road users such as pedestrians and cyclists etc. There are currently now over 400 locations monitored within the Speed Management Strategy.

Community Speedwatch

In order to include more Speed Management locations treated, the Road Safety Partnership and the Safer Neighbourhoods Team have developed the National 'Community Speedwatch' initiative to suit local needs.

This initiative involves the use of DFS 700 'flashing' vehicle activated signs which are owned and maintained by the Safer Roads Team. The signs are mounted on lighting columns at those locations not currently receiving any other intervention levels within the Speed Management Strategy, between 49 and 150 on the speed monitoring list, and which record more than 150 speed-offenders per day.

This model of 'flashing' vehicle activated sign, shows the actual vehicle speed, and if under the posted speed limit, the speed is shown as a steady green colour, and if over the posted speed limit, the speed is shown as a flashing red colour.

All vehicle speeds are recorded along with the time of day, and when downloaded can be used to identify individual high speed offending or periods of high-speed offending, which can then be used as intelligence for Police enforcement at the relevant times.

To avoid motorists recording very high speeds on the display, the signs can be set at a speed where it will not show any speed over an agreed level, but will still record that speed and time of day.

Requesting a Speedwatch Sign

Requests for these signs from Town and Parish Councils or other organisations and groups etc, should be made to Safer Neighbourhoods via the Neighbourhood Action Team, who will bring it to the Road Safety Partnership and to the Safer Roads Team. Any decision should have due regard to where a location will rank within the existing prioritisation system, in order to avoid authorising signs in inappropriate locations.

When the requests are received, the location of concern and contact details of someone who would be available to meet an officer on site to agree the exact location to erect the sign are required.

The signs will not be approved at locations where there are already other speed reduction measures in place (e.g. safety-cameras, other signs or Police enforcement etc).

Where approval for a sign is granted, the Council, Safer Roads Team must approve the exact location and settings in advance with the Town or Parish Council requesting them.

Signs may take a minimum of eight weeks from the initial request to being installed. Depending on how soon the road can be speed monitored, the availability of the signs at the time and other factors this timescale could be extended.

For any enquiries relating to the day to day running of Speedwatch please contact Roy Hindmarsh, Safer Roads Team on 01724 297478 or roy.hindmarsh@northlincs.gov.uk

Costing

The signs can be either purchased or hired/loaned by the Town & Parish Councils etc and the current 2012/13 charges are as follows:

The current purchase price of the DFS 700 sign is £2,700, and the fitting and connection charge would be £264.57.

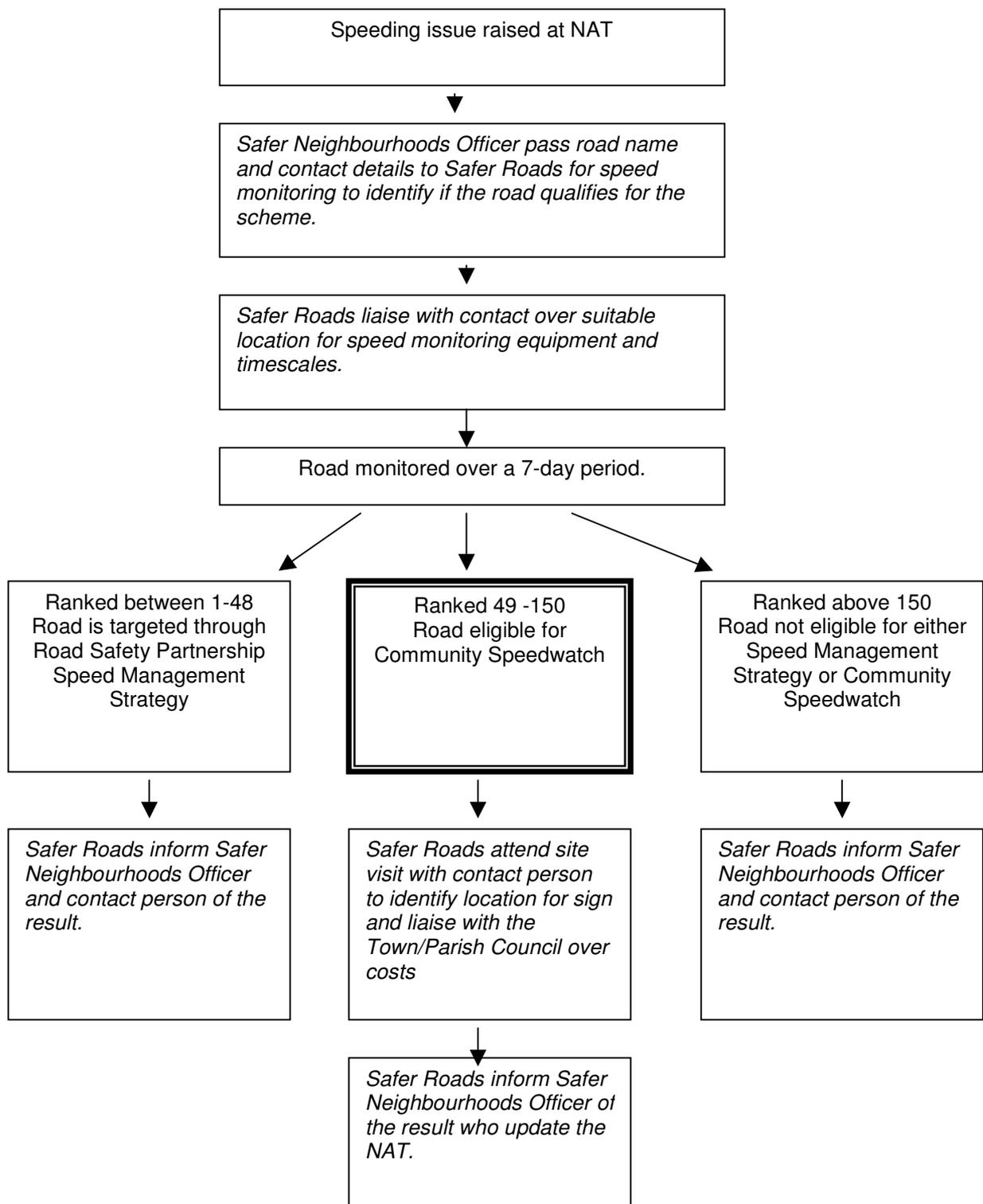
The signs are hired for a minimum period of three months, and are fitted and moved by the Highways Team:

The hire costs would be as follows:	10 months = £75:14 per month
3 months = £139:73 per month.	11 months = £72:62 per month
4 months = £116:66 per month	12 months = £70:53 per month
5 months = £102:82 per month	24 months = £58:99 per month
6 months = £93:60 per month	36 months = £55:15 per month
7 months = £87:00 per month	48 months = £53:23 per month
8 months = £82:06 per month	60 months = £52:07 per month
9 months = £78:22 per month	

The above hire costs are to fit the sign on a suitable lighting column, which will be agreed with the Town/Parish Council. If the signs were to be moved within the hire period, a charge of £264:57 would be made to cover the cost. All council fees and charges quoted above are subject to an annual review.

There are no costs to Town and Parish Councils for downloading data from Community Speedwatch signs. The Road Safety Partnership will develop a manageable rota for downloading data across the various Speedwatch locations and will pass this to Humberside Police for targeted enforcement activity.

Process for setting up Community Speedwatch





Traffic Team
Hewson House
Station Road
Brigg
DN20 8XY

Highways Team
Highways Depot
Brigg Road
Scunthorpe
DN16 1AX