

TEMPORARY EVENTS SIGN POLICY



CONTENTS

PAGE

1.	Introduction	2
2.	Code of Practise	2
3.	Fees	4
4.	Unauthorised Signs	4
5.	Size and Design of Signs	4
6.	Siting of Signs	5
7.	Positioning of Signs	5
8.	Mounting of Slgns	6
9.	Construction and Materials	6

INTRODUCTION:

Temporary traffic signs to special events can be provided to assist road safety and reduce congestion by giving clear directions to road users seeking the best route to an event.

Regulation 53 of the Traffic Signs Regulations and General Directions 2002 provides for temporary signs to be erected to guide traffic to sports meetings, exhibitions or other public gatherings which are expected to attract a considerable volume of traffic.

The temporary event signs requested and approved for use in County Durham are black text on a yellow background and under direction 38 they may only be displayed for the period of the event

The signs should only be erected by approved organisations with the consent of the traffic authority with regard to location, duration and erection/removal.

The signs are erected for Traffic Management and/or road safety purposes. They are not to be used for advertising purposes; this is the responsibility of the event or destination owners/managers using appropriate methods of advertising such as press adverts or the internet.

Event organisers should also be encouraged to promote access details either by the inclusion of a map, route description and/or accurate satellite navigation details as part of their marketing initiatives.

The local traffic/highway authority is the final arbiter of the signing appropriate for any event and has the right to approve, amend or refuse any signs for any event.

CODE OF PRACTICE FOR THE ERECTION OF TEMPORARY SIGNS FOR SPECIAL EVENTS:

Temporary signs should be provided only for events expected to attract a considerable volume of traffic from outside the local area, in excess of 300 vehicles per day, and where there is adequate parking for these vehicles at the proposed venue.

Temporary event signs will **not** be allowed to venues which already have permanent local direction or tourist signs to the site, although for some major events it may be desirable to indicate other routes to assist traffic management.

Signs should not normally be erected more than 48 hours before an event or retained more than 48 hours after it has ended. Signs erected more than 48 hours before an approved event or left on site more than 48 hours after the conclusion of the approved event may be removed by Durham County Council and the applicant will be charged for the costs of removal and administration for each sign. Events which may cause disruption to the transport network may be required to be in place for more than 48 hours subject to approval by Durham County Council.

A temporary event shall be deemed to be an event of up to a maximum of 14 days duration.

The signs must comply with the provisions of the Traffic Signs Regulations and General Directions and must give clear information about the route to be followed. The badge/name of the road user organisation erecting the sign must be displayed on the reverse of the sign.

Commercial names of event sponsors should not be included unless similar events in the same area at the same time make such identification necessary for traffic management purposes.

Dates and times should not normally be included since the signs are not intended to advertise an event, but are for people who know about it and need guidance to the site. Such information may however be included if the traffic authority considers it would be helpful to other road users to have advance information about likely congestion.

The number of words on a sign should **always** be kept to the absolute minimum, with a maximum of 4 lines of text – the longer the message, the longer drivers take to read it, and the longer their attention is diverted from the road.

Signing proposals should be put to the appropriate traffic authority a minimum of four weeks before the event to allow them to be given proper consideration and for the police to be consulted where necessary. Proposals should include information about the nature of the event, the expected number of visitors and the provisions for parking.

Signing from the nearest A or B road or, for up to 5 miles, should usually be adequate. The distance from which signs should be provided and the number of routes to be indicated depends on the nature of the event and the volume of traffic anticipated but once signing has commenced adequate continuity must be provided along the route.

More extensive signing may be appropriate for events which are expected to attract very large numbers of visitors.

The local traffic/highway authority is the final arbiter of the signing appropriate for any event and may remove or re-site any signs which have not been approved at the cost of the body which erected them.

Organisations erecting temporary traffic signs on the highway must take all necessary measures to avoid danger to the public or obstruction of traffic, as specified in Chapter 8 of the Traffic Signs Manual and the Code of Practice "Safety at Street Works and Road Works".

Organisations erecting temporary traffic signs on the highway are responsible for the cost of making good any damage to street furniture and statutory undertakers' equipment resulting from the erection of the signs and must have adequate public liability insurance cover.

They will be required to indemnify the traffic authority against any claim arising out of an accident alleged to have been caused by the inadequacy of a temporary sign whether in siting, visibility, insecure mounting or other cause.

FEES AND CHARGES

Durham County Council as the Highway Authority is entitled to charge for the administration of applications received but currently has chosen not to do so. However, Durham County Council reserves the right to amend this policy.

UNAUTHORISED SIGNS

Any unauthorised signs on the highway for an event be removed by Durham County Council and the applicant or the event organiser may be charged for the costs of removal and administration for each sign.

SIZE AND DESIGN OF SIGNS:

The size of a sign will be dictated by the size of lettering required to enable the legend to be read from vehicles travelling at the prevailing traffic speeds. Letter size is usually expressed in terms of "x-height", defined as the height of the lower-case letter "x" in millimetres. The Transport alphabets prescribed in the Traffic Signs Regulations and General Directions for traffic signs which use upper and lower case lettering should be used as these are designed for optimum legibility.

Recommended x-heights are given in the above regulations together with siting and visibility distances. When they are placed on roads where traffic speeds are high it is essential that letter sizes and siting distances should be shown in the regulations.

The colours and design of temporary signs are prescribed in the Traffic Signs Regulations and General Directions (currently regulation 27 of the 1981 Regulations). The signs must be either rectangular or rectangular with a pointed end with black text/borders and a yellow background. The backs of signs should be grey or black.

The signs may include wording, numerals, arrows or chevrons and any symbol taken from any diagram shown in Schedule 1 of the Regulations. They may also accommodate any arms, badge or device of a traffic authority, police authority or organisation representative of road users: or words or letters indicating the traffic authority or that the sign is a police sign.

All approved signs shall be erected with a unique reference number displayed on the rear of the sign to assist with the monitoring of such signs in the same manner which is applied to the temporary signs approved for building developers.

SITING OF SIGNS:

Temporary signing must not obstruct sightlines at side roads or roundabouts, nor obscure a road user's view of other signs and signals. Care should be taken to avoid adding to already complex sign assemblies as only a limited amount of information can be read from moving vehicles.

Advance direction signs must be erected an appropriate distance in advance of a junction for road users to read and react to the message. Signs should be placed where they are not obscured by foliage, street furniture or other signs. Appropriate siting and visibility distances are given in the regulations.

Road users are accustomed to signs being on the left hand side and such positioning should be the general practice. However, siting on the right will sometimes be dictated by road safety considerations e.g. where a clear view of the sign cannot be obtained on the left, or where no convenient post is available.

POSITIONING OF SIGNS:

Signs should be set at least 450mm from the edge of the carriageway, and at least 600mm where there is a severe crossfall. On high speed dual carriageway roads the clearance should be at least 1200mm and where there is a hardened verge the nearest edge of the sign should be not less than 600mm behind the edge of the hardening.

Where signs are mounted above or project over footways or areas readily accessible to pedestrians, the lower edge of the sign should not be less than 2150mm from the ground or a minimum of 2400mm on a cycle route or shared surface. Where a sign is mounted above a verge, the mounting height should be between 900mm and 1500mm above the highest point of the adjacent carriageway, but special care must be taken not to obstruct sightlines e.g. for vehicles emerging from side roads. The safety of horse riders using the verge should also be considered.

If 'A Frame' signs are to be used they must not impede pedestrian passage on footways or impede visibility for any group of road users. Durham County Council as the Highway Authority retain the right to refuse the erection of any signs which may be considered to be detrimental to road

safety or have an adverse impact on the local environment such as World Heritage sites or conservation areas.

To prevent specular reflection, signs should be angled to face slightly away from the beam direction of headlights from approaching vehicles within a distance of 200m. This is equally important whether or not the sign in question is itself required to be read at night. An included angle of 95 degrees between the plane of the sign and the direction of travel will generally be adequate.

MOUNTING OF SIGNS:

As most temporary signs are required for only a few days, they will usually be mounted as far as possible on existing posts. Most lighting columns are not designed to carry signs and temporary signs should not be attached to columns without the express permission of the traffic authority.

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

- Stop
- Give Way
- No Entry
- Speed Restriction (other than repeater signs)
- Traffic Signals

Other posts which carry regulatory signs should also be avoided where there is risk of confusing drivers or distracting their attention.

Temporary signs must not obscure any part of another sign fixed to the same post. The overall appearance must be tidy and workmanlike. The fixings must attach the sign securely to its support and must not damage the protective coating of any posts. Where a special post has to be provided, it must not project above the top of the sign.

CONSTRUCTION AND MATERIALS:

The signs should be built to sound engineering principles and be of robust construction, but the materials used need not be as durable as those used for permanent or portable signs. Sign faces should be reflectorised when appropriate in which case they should comply with Table 1 or 2 of BS873: part 6 (or equivalent standard).

Where posts are specially provided they must not be rusty or otherwise unsightly and must remain serviceable for the expected life of the sign. When erecting them care must be taken to avoid damage to statutory undertakers' equipment and the ground surface must be reinstated to its former condition when the temporary sign is removed.