



Policy & Procedure Guide: RSPPG\_ E034

**Title: Permanent Direction Signs**

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**Classification**

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**Notes**

**Certification**

This document complies with Transport NI Policy. For Implementation and Issue Dates, see above.

(Signed) Pat Doherty Director of Engineering

Certification Date: 09 June 2014

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## 1 Introduction

### 1.1 Purpose

#### 1.1.1 This Policy & Procedure Guide:-

- a) Is aimed at all Transport NI staff involved with the provision of permanent direction signs, with the exception of tourist signs which are covered in RSPPG E029; and,
- b) Provides Transport NI policy on the provision of permanent direction signs.

### 1.2 Definitions

**1.2.1 DHSSPS** – The Department of Health, Social Services and Public Safety

**1.2.2 RO** – The Roads (Northern Ireland) Order

**1.2.3 RTRO** – The Road Traffic Regulation (Northern Ireland) Order

**1.2.4 TSR** – The Traffic Signs Regulations (Northern Ireland)

**1.2.5 TSRGD** – The Traffic Signs Regulations and General Directions

**1.2.6 TSM** – The Traffic Signs Manual published by The Stationery Office

**1.2.7 LTN** – Local Transport Note published by The Stationery Office

**1.2.8 Cost, sign cost, total cost, etc** – The total cost of design, purchase, erection of a sign, including administration charges

**1.2.9 The Department** – the Department for Regional Development

**1.2.10 Church building** – A building designed and set aside for public forms of worship, irrespective of religious affiliation

**1.2.11 School** – an institution approved by a NI Government Department for the provision of full-time education for pupils of compulsory school age

**1.2.12 College of further education** – a college or institution of further or higher education funded in whole or in part by a NI Government Department

**1.2.13 University** – a university or university college funded in whole or in part by a NI Government Department

**1.2.14 Hospital** – Premises within any of the following categories:

- a) an institution funded by DHSSPS, that provides in-patient medical, surgical, or psychiatric care and treatment for the sick or injured;
- b) an out-of-hours GP surgery where emergency cover is provided outside of normal surgery opening hours at a location remote from that of the normal surgery; or
- c) with the prior approval of Transport NI Headquarters, a charitable institution that provides care for terminally ill patients at an inpatient facility. At the time of issue of this RSPPG, signing is approved to the Northern Ireland Hospice and the Marie Curie Hospice

**1.2.15 Health centre** – a health centre or community clinic funded by DHSSPS that provides additional services to those of a GP surgery. Public and private institutions such as GP surgeries, dental surgeries, nursing homes, homes for the elderly, sheltered accommodation, children’s homes, premises primarily established for cosmetic-type medical services, etc are not included in this category for signing purposes (See paragraph 2.3.7.4)

**1.2.16 Advertisement** - as defined in the Planning (NI) Order 1991 as:

“any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and (without prejudice to the preceding provisions of this definition) includes any hoarding or similar structure used, or adapted for use, for the display of advertisements, and references to the display of advertisements shall be construed accordingly”.

**1.2.17 Urban distributor road** – a road within the network of main roads in an urban area. The urban distributor road network may change from time to time depending on changes in development and traffic usage and the decision as to which roads comprise this network will rest with Divisions. The network should replicate the urban distributor road network adopted for tourist signing purposes as outlined in RSPPG\_E029 ‘The Signing of Tourist Attractions and Facilities’

**1.2.18 Privately funded sign** – a sign paid for by somebody (either private or public) other than Transport NI

**1.2.19 Special road** - any road designated as such under the Roads (NI) Order 1993. Currently the list of special roads comprises: all motorways; A12 Westlink; and A8M, Sandyknowes to Corr’s Corner.

**1.2.20 Out-of-town** – a location outside defined development limits for settlements as set out in Development Plans established by the Department of Environment Planning Service

**1.2.21 Out-of-centre** – a location outside a town centre boundary but within defined development limits (and likely to occur towards the edge of the settlement), as set out in Development Plans established by the Department of Environment Planning Service

**1.2.22 Retail destination** – a retail park, shopping centre or outlet centre (does not include individual stand alone shops).

**1.2.23 Major retail destination** – a retail destination where the area of retail premises (excluding public areas, access areas, store areas and car parks) exceeds 70,000 square metres

**1.2.24 Business park** – a purpose-built area catering for a minimum of ten separate businesses which are predominantly office, service or manufacturing based, with on-site car parking (see paragraph 2.3.8.8)

**1.2.25 Theatre/Arts centre** – a building specifically designed for the performance of plays, operas etc.

### 1.3 Background

**1.3.1** The Department's powers to prescribe, authorise, provide or consent to the erection of traffic signs are provided in Articles 28-31 of RTRO. The Department does not have the power to consent to the erection of signs other than traffic signs (either prescribed or authorised) on or near a public road. Article 28 defines what is meant by the term 'traffic sign'.

**1.3.2** There are three basic types of traffic sign:

- Signs that give orders;
- Signs that warn; and
- Signs that give information.

**1.3.3** Direction signs fall into the latter information category. Further background on the different types of traffic signs can be found in the Department for Transport publication 'Know Your Traffic Signs' which can be accessed via the Directgov web site using the following link [http://www.direct.gov.uk/prod\\_consum\\_dg/groups/dg\\_digitalassets/@dg/@en/@mot/or/documents/digitalasset/dg\\_191955.pdf](http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@dg/@en/@mot/or/documents/digitalasset/dg_191955.pdf)

**1.3.4** There are a number of signs that are found erected within the road boundary which are not traffic signs. These include public information signs erected by district councils or the police, further information on these is contained in [RSPPG E018](#). They also include street name plates which are provided and erected by the local council using powers provided under Section 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995 which can be accessed via the following link <http://www.legislation.gov.uk/nisi/1995/759/article/11> any queries received in relation to street name plates should be redirected to the local council.

### 1.4 Costs and Benefits

**1.4.1** The anticipated costs arising from the implementation of this RSPPG are:-

- The cost of designing, manufacturing, erecting and maintaining direction signs;
- The cost of responding to requests for additional/new signing; and,
- The cost of removing any unauthorised signs.

**1.4.2** Transport NI will however recover the total cost of the provision of any sign requested by others for the sole purpose of providing signing to their premises.

**1.4.3** The anticipated benefits deriving from the implementation of this RSPPG are:-

- Clear and consistent procedures for the provision of permanent direction signs;
- Guidance on the provision of direction signing to premises/destinations operated/owned by bodies other than Transport NI; and,
- Procedures for the recovery of the costs associated with the provision of privately funded signs.

## 2 Policy & Procedure

### 2.1 General Policy

**2.1.1** Transport NI adopts the TSM and LTN 1/94, both published by The Stationery Office, as its guide to good practice in the provision of all aspects of the design and use of directional informatory signs which can be accessed via the following link <http://assets.dft.gov.uk/publications/local-transport-notes/ltn-1-94.pdf> . Chapter 7 of the Traffic Signs Manual covers the design of direction signs.

**2.1.2** Policy in respect of tourism signing is set out in [RSPPG E029: “The Signing of Tourist Attractions and Facilities”](#) and includes policy on the signing of churches designated by the Northern Ireland Tourist Board as being of historical interest to tourists.

**2.1.3** Policy in respect of the placing of advertisements within road boundaries is set out in [RSPPG S035: “Advertisements placed within road boundaries”](#).

**2.1.4** The main purpose of direction signs is to guide road users to their desired destinations via the most appropriate route at the latter stages of their journey, particularly where destinations may be hard to find. While it is recognised that direction signs are perceived by businesses as being useful marketing tools, this is not the 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 appropriate promotional material produced by the operator. Direction signs should only be used where they will benefit road users as an aid to navigation or for road safety or traffic management reasons. They should complement, but not replace, pre-planning of the journey and the use of maps, satellite navigation systems, mobile phone applications, road atlases and verbal or written instructions.

**2.1.5** Transport NI shall be the final arbiter as to:

- a destination being difficult to find;
- the nature of traffic management or road safety need; and
- a destination being used frequently by sufficient people to warrant the erection of direction signs.

**2.1.6** While not presently included in TSR, direction signs and advance direction signs may continue to be erected without special authorisation provided they conform to those included in Schedule 7 of TSRGD. Prescription of these sign types will be included in the forthcoming revision of TSR.

### 2.2 Destinations

**2.2.1** It is a basic principle of signing that not all possible destinations can be shown on direction signs at a particular location. Only those considered appropriate to the road and the sign location shall be included, with the overall number limited by national design rules (currently TSM Chapter 7 and LTN 1/94) that have been

devised to ensure that drivers can fully assimilate the message displayed. This principle applies equally to the erection of privately funded direction signs as to other traffic signing. City and town names are given preference in determining which destinations are displayed.

**2.2.2** It is important to ensure consistency across Divisional boundaries. The nature, location and extent of direction signing should only be developed after consulting adjacent Divisions to agree consistent arrangements for cross-boundary signing. Ensuring continuity and consistency is extremely important when using place names and route numbers on direction signs.

**2.2.3** While priority for direction signing will generally be given to cities, towns and villages consideration can be given to other destinations if requested. Non-settlement/non-geographic destinations are referred to in this policy as privately funded direction signs and sub-section 2.3 provides guidance on the provision of these.

**2.2.4** Section 4 of LTN 1/94 provides guidance on the selection of place names etc. The following list of regional destinations shall be used here:

- The NORTH
- The EAST
- The SOUTH
- The WEST

**2.2.5** Primary destinations are generally established on existing signs and the primary destinations already used should be the starting point when designing new or replacement signs.

### **2.2.6 Town / village name signs**

2.2.6.1 It is a general principle of traffic signing that, once a destination is displayed on direction signing, it is repeated on subsequent direction signs until the place is reached. Schedule 7 Part V of TSRGD makes provision for the erection of signs advising motorists that they have arrived at the boundary of the place signed.

2.2.6.2 Most Councils choose to erect their own welcome signs normally by virtue of Article 32(1)(a) of The Tourism (NI) Order 1992, which empowers them to: “advertise, or otherwise publicise, the advantages and amenities as a holiday, pleasure or health resort of the district of the council or any part thereof”. These signs are not viewed as traffic signs in accordance with Article 28 of the RTRO and consequently the layout and contents are not constrained by the requirements of the TSR. This approach provides Councils with the flexibility to provide something that they feel better reflect their corporate identities as well as promoting their own locality. Transport NI is content that Councils continue to provide such signs. However, if a Council approaches Road Service about the erection of such signs it should be advised to reassure itself that it has the appropriate power to erect the signs and to check whether planning permission is required. Councils should be



encouraged to erect them in a responsible manner and be made aware of normal road safety requirements in terms of sign size, passive safety and positioning etc. It should be noted that, as the signs are not traffic signs, Transport NI has no power to consent to the erection of these signs (paragraph 1.3.1 refers).

2.2.6.3 Alternatively traffic signs to diagrams 2402.1<sup>GB</sup> and 2403.1<sup>GB</sup> can be used to indicate the boundary of the place signed. Councils may seek permission to erect signs of a different form or shape or bearing a different legend and Divisions should seek to ensure that the design of the signs conforms to the permitted variants of 2402.1<sup>GB</sup> or 2403.1<sup>GB</sup>. Such signs shall be erected at the expense of the local Council involved, which may erect the signs subject to an appropriate agreement covering the erection of signs by a third party being put in place (see Appendices 5.1 and 5.2). Responsibility for the cost of maintenance and repairs is set out in paragraph 2.4.3.6. Again, the location and positioning of signs shall be agreed between the relevant Council and the local Transport NI Traffic Section.



2.2.6.4 Where no town / village boundary signs of any kind exist, (including the traffic calming composite signs 670.1 and 607.2), Transport NI may erect signs at its expense at the main road entrances to cities, towns and villages whose names appear on direction signing. The form of the signs shall be to the straightforward “AXTLEY” version of diagram 2402.1.

2.2.6.5 The signs should generally be erected only on the main approaches to the towns or villages, close to the existing 30mph or 40mph limit signs.

## 2.3 Privately Funded Signs

**2.3.1** Privately funded direction signs constitute one part of the overall family of traffic direction signing. As with other direction signs, the main purpose of the sign is to assist in the management of traffic and ensure the safe operation of the road network. The legends displayed on privately funded direction signs shall not duplicate the destinations shown on other general signing.

**2.3.2** The erection of privately funded direction signs may provide a degree of advertising for the premises involved, but privately funded direction signs should not

be permitted if advertising is their main function. In addition, signing should not be permitted that would give rise to a perceived advantage to one commercial premises at the expense of another.

**2.3.3** Privately funded direction signs fall broadly into two categories:

- a) signs to places provided, managed or maintained by public bodies (eg hospitals, schools, local Council offices and other public offices) see section 2.3.7
- b) signs to places owned or managed by private organisations, (eg church buildings, recreational facilities) see section 2.3.8; and

**2.3.4** Some premises within these categories may qualify for tourist signs, in which case reference should be made to [RSPPG-E029 'The Signing of Tourist Attractions and Facilities'](#).

**2.3.5** Applications for signs to individual shops (except those considered to constitute tourist facilities as set out in [RSPPG E029](#)), public-houses, restaurants, cafes and such like should normally be refused as there is a proliferation of such establishments and there is little need to direct traffic to any particular one. To accede to requests for signing to individual premises within any of these categories could give rise to allegations of unfair commercial advantage.

**2.3.6** The erection of privately funded direction signs shall not be permitted on special roads apart from the signing of certain tourist attractions (as set out in [RSPPG E029](#)).

### **2.3.7 Places Managed by Public Bodies**

#### **Health Facilities**

2.3.7.1 The extent of signing for hospitals, health centres etc shall be as per paragraph 2.4.2 with the exception of hospitals that maintain an Accident and Emergency Unit and Regional Centre Hospitals that provide specialist care for the whole of Northern Ireland (eg Musgrave Park Hospital). These may be signed on all main approaches, including if appropriate motorways, with the cost being borne by Transport NI.

2.3.7.2 Hospitals having an inpatient facility and approved hospices (refer to definition in paragraph 1.2.14c) providing inpatient care for terminally ill patients should be signed. The cost in all cases should be borne by Transport NI. It is anticipated that all such premises will have adequate identification signage erected at their expense within their own curtilage and in close proximity to the entrance.

2.3.7.3 Health centres (refer to definition in paragraph 1.2.15) may be signed and, where appropriate, should include signing to parking facilities relevant to the health centre itself. Signing to health centres, whether funded by DHSSPS or privately, shall be paid for by the operator.

2.3.7.4 Public and private institutions such as GP surgeries, dental surgeries, nursing homes, homes for the elderly, sheltered accommodation, children's homes

and premises primarily established for cosmetic-type medical services shall not be signed unless there is a road safety or traffic management reason for doing so. Exceptions may be made for nursing homes in rural areas where Transport NI is satisfied that their remoteness from the main road network makes them particularly difficult to find.

### **Schools**

2.3.7.5 The majority of visitors to events organised by the schools will comprise of parents, relatives and friends of the pupils. In all of these cases, it should be possible for the school to make its location known in advance by the issue of maps, written directions, etc if necessary. Normal school usage is assumed to include the following:

- a) new parents arriving at the start of a school year; and
- b) a small number of "special" events throughout the year that might attract visitors from outside the pupil catchment area of the school.

2.3.7.6 Signing will not normally be permitted to premises located on urban distributor roads or on rural A or B class roads (see paragraph 2.4.2.4), however any school may be signed where there is a clear road safety need for the erection of signs. Otherwise, signing may also be provided where Transport NI is satisfied that there is obvious difficulty in locating the school due to its location or remoteness from the main road network, and:

- a) facilities are provided and involve frequent community use by the wider community including school sports facilities are hired by the public for general use. This will normally only apply to post-primary schools; or
- b) the school premises are hired by the public for general use on a frequent basis; or
- c) frequent (which shall generally be taken to imply usage on a monthly basis on average) events are held throughout the year that attract large (which shall generally be taken to imply more than 50% of the normal school population) numbers of visitors from outside the normal school pupil catchment area.

2.3.7.7 Special schools have a wide variety of health and educational visitors who are often assigned to the school at short notice. As such, direction signing shall be permitted to Special Schools.

2.3.7.8 Instances may arise where a school is located some distance from the area from which it takes its name. In such cases, the school may be signed whether or not it is located on an A or B class road or the criteria in paragraph 2.3.7.6 are met.

### **Universities & colleges of further education**

2.3.7.9 Signing may be provided to universities and colleges of further education. Only main entrances or main buildings may be signed. Unless a clearly identified road safety hazard exists, signing shall not be permitted to individual faculty buildings.

2.3.7.10 Lengthy names that make reference to the university hierarchy or organisational structure (eg “College of Agriculture, Food and Rural Enterprise – Greenmount Campus”) shall not be permitted.

### **Public Buildings**

2.3.7.11 Public facilities such as:

- County Halls;
- Council offices;
- Police stations;
- Driver & Vehicle Testing Agency test centres;
- Offices of the Northern Ireland Court Service;
- Public libraries;
- Citizens Advice Bureau;
- Leisure centres and community / activity centres operated by the local Council;
- Amenity sites and recycling centres;
- Weighbridges; and
- Military Establishments.

may be signed at the expense of the applicant, provided parking facilities are available nearby. Otherwise, only pedestrian signs may be required.

2.3.7.12 Other government offices, including those open to the public, should not be signed within town centres. They may, however, be signed at the expense of the applicant when situated away from the main urban distributor road network in out-of-town centre locations.

2.3.7.13 Military establishments are signed using sign diagrams 2803<sup>GB</sup> and 2804<sup>GB</sup> (both TSRGD).



Sign Diagram 2402.1<sup>GB</sup>



Sign Diagram 2403.1<sup>GB</sup>

**Public Transport Facilities**

2.3.7.14 The following public transport facilities may be signed:

- Bus stations and railway stations which are not designated as ‘park and ride’ sites;
- Designated ‘park and ride’ sites;
- Integrated Bus and Railway stations; and,
- Designated ‘park and share’ facilities.

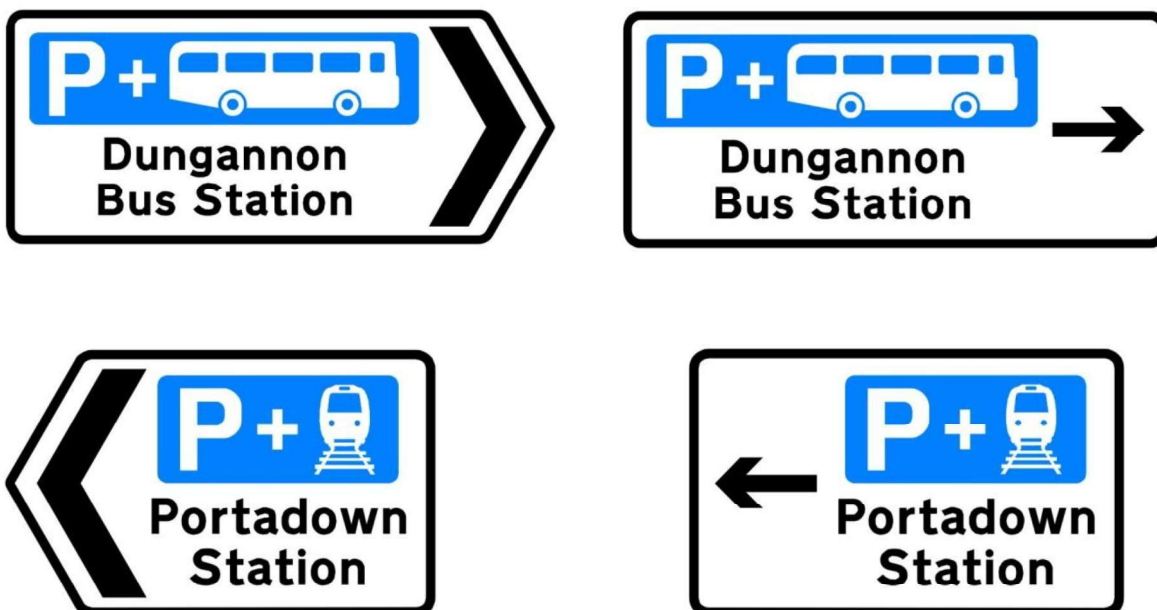
2.3.7.15 The word “Halt”, and the commercially derived NIR, Translink “T” and Ulsterbus logos/symbols shall not be used on traffic signs.

2.3.7.16 Typical direction signs for individual bus stations and rail stations are as follows. The bus symbol should always point in the direction of the chevron or arrow.



2.3.7.17 Individual bus stations and rail stations with a designated park and ride facility may be signed with the following signs. These are sites with car parking linked to regular bus or rail services and may be located at bus stations, railway stations, integrated bus and railway stations or be of the “stand alone” type where buses operate from a location remote from a public transport station.

2.3.7.18 The advance direction sign shall normally only be provided for park and ride sites with over 50 spaces.



2.3.7.19 The following sign has been authorised as a vehicular sign to indicate an integrated bus and railway station which includes a park and ride facility. These are sites from which both bus and rail services operate.



2.3.7.20 The following sign indicating large designated Park and Ride facilities (normally with over 100 spaces) has been authorised for use on motorways.



### **Park and Share Facilities**

2.3.7.21 The following signs can be used to indicate designated park and share facilities.



### **Premises operated by charities**

2.3.7.22 Rescue kennels operated by local Councils may be signed at the expense of the operator.

2.3.7.23 Animal shelters, nature reserves and other establishments operated by charities shall not be signed unless Transport NI is satisfied that they generate a significant volume of traffic or there is a clear road safety reason for doing so.

2.3.7.24 Where premises are to be signed, a generic description of its purpose should normally form the sign legend, eg 'Animal shelter'. Where there are a number of such premises in close proximity, a more specific title may be employed to distinguish between them eg 'USPCA animal shelter'.

### **Community Halls / Centres**

2.3.7.25 Community halls / centres shall only be signed where there is difficulty in locating them or there is a clear road safety reason for doing so. In addition, all of the following criteria are satisfied: -

- they are non-denominational; and
- they are owned or managed by or on behalf of the local Council; and
- there is evidence that such halls are used extensively and on frequent occasions by large numbers of visitors drawn from outside the immediate catchment area.

2.3.7.26 Signing shall not be permitted to community houses serving localised community needs.

2.3.7.27 Temporary black-on-yellow signs erected immediately prior to the event may be appropriate to deal with specific occasions or events in the premises. [RSPPG E071 Temporary Direction Signs](#) should be referred to.

## **2.3.8 Places Managed by Private Organisations**



## **Churches**

2.3.8.1 Signing will not normally be permitted to premises located on urban distributor roads or on rural A or B class roads (see paragraph 2.4.2.4), however a church building (refer to definition in paragraph 1.2.10) may be signed when there is a clear road safety need for doing so or all of the following criteria are met:

- a) it has a seating capacity in excess of 100; and
- b) it is open for worship at least once per week throughout the year; and
- c) where Transport NI is satisfied that there is obvious difficulty in locating the church building due to its location or remoteness from the main road network or where there are a number of churches in the general vicinity, particularly with similar names.

2.3.8.2 As most church buildings can attract appreciable numbers of visitors at particular times of the year, on special occasions (such as at times of missionary outreach, weddings and funerals) or due to their proximity to holiday venues, these factors should not be given any particular consideration when deciding on the provision of signing. Also, no specific weighting will apply in respect of attendance numbers at services, meetings or social events, likely proportion of visitors or availability of off-road parking.

2.3.8.3 Instances may arise where a church building is located some distance from the area from which it takes its name (eg Templepatrick Presbyterian Church is located several miles outside the village of Templepatrick). In such cases, the church building may be signed whether or not it is located on an A or B class road. (Refer to paragraph 2.4.1.3 for information on what can be included on church signing.)

2.3.8.4 Traffic signs shall not be erected as a means of advertising the presence of any particular church building or religious denomination, irrespective of size and regardless of whether it is newly established or of longer standing.

2.3.8.5 Signing shall not be approved to other premises used for religious-type gatherings, such as church halls, mission halls, funeral parlours, home-meetings or halls belonging to fraternal benefit societies or orders (such as Orange Order, Masonic Lodges or Ancient Order of Hibernians). The traffic management and road safety needs arising from finding such premises for infrequent special events such as religious conventions or tent missions, should be handled by temporary direction signs erected immediately prior to the event, if appropriate.

2.3.8.6 Churches may be signed with white-on-brown tourist signing as set out in [RSPPG E029: "The Signing of Tourist Attractions and Facilities"](#), where they are considered to be of interest to tourists by the Northern Ireland Tourist Board.



### **Commercial / industrial Premises**

2.3.8.7 All industrial estates and business parks (refer to definition in paragraph 1.2.24) should be signed in accordance with section 2.4. Responsibility for the funding of these signs should generally rest with the Developer (in the case of new developments) or the Managing Agent (in the case of existing developments). In cases where there is no single management agent or responsible body and a clear road safety need exists, Transport NI should consider funding necessary direction signing.

2.3.8.8 Where a relatively small business park is to be considered for signing, the definition of a business park given in paragraph 1.2.24 should be used as a guide for what would normally be the minimum considered appropriate for the provision of signs. However, exceptions may be made where smaller business parks can demonstrate a level of traffic generation that would warrant signing.

2.3.8.9 Direction signing to large isolated factories, distribution centres, commercial premises, quarries, etc may be considered where they generate large volumes of non-local traffic or large goods vehicles or where it would be desirable to guide traffic to the premises via a preferred route or for other traffic management or road safety reasons. Generic-type destinations (eg “Distribution centre”, “Factory” etc) shall be employed. Except in cases where the close proximity of two or more destinations of the same type would give rise to confusion from the use of generic-type destinations, commercial names shall not be permitted on road traffic signs.

### **Retail destinations**

2.3.8.10 Where signing is to be provided and to ensure that confusion is not caused to the public, generic names should normally be used, such as ‘Shopping centre’, ‘Retail park’, ‘Outlet centre’, etc. Where possible, an area name should be included. Alternatively, where appropriate for traffic management or road safety reasons the collective name of a retail destination may be used on traffic signing. Developers should agree with Transport NI the name of the development, which should be concise and easy to assimilate. Such collective names must be included on the postal address of individual establishments within the retail destination. The names of individual retail establishments or commercial products shall not be included on signs. Logos associated with retail destinations or commercial products shall not be permitted.

2.3.8.11 Out-of-town or out-of-centre retail destinations (refer to definitions in paragraphs 1.2.20, 1.2.21 and 1.2.22) will normally qualify for signing when they provide at least 400 parking spaces for shoppers.

2.3.8.12 Town centre retail destinations providing a minimum of 200 public car parking spaces may be signed, but only on car park direction signs using the name of the destination.

2.3.8.13 Only major retail destinations (refer to definition in paragraph 1.2.23) may be considered for motorway signing. Such signing shall only be provided where traffic management concerns regarding the traffic generated by the development cannot be addressed by other means. Such an assessment should not be made until at least six months after the destination has opened, when actual traffic flows have been established and traffic movement patterns have stabilised. Where abnormally high traffic flows are anticipated immediately after the opening of the destination, normal (non-motorway) signing may be supplemented by the erection of temporary signing on the motorway for a few days. Any signing on the motorway (permanent or temporary) to a major retail destination shall be the exception rather than the rule. Where signs are to be erected, a local area name should be used where possible. Otherwise, written requests for site-specific approval for the inclusion of the name of a major retail destination on motorway signing should be made to the Director of Engineering through the Divisional Roads Manager.

2.3.8.14 If a destination merits directional signing for traffic management or safety reasons, then the provision of such signing shall be conditional on the removal of any unauthorised advertisement signs on or adjacent to the road.

### **Shopmobility signs**

2.3.8.15 Direction signs to a shopping area providing a 'Shopmobility' service for the disabled may be erected within ½ mile of the shopping area provided the service has been approved by the National Federation of Shopmobility. Signs to diagram 2137 TSRGD have been authorised for use in Northern Ireland and will be prescribed in the forthcoming revision to TSR.

### **Hotels**

2.3.8.16 Policy on the signing of hotels is set out in [RSPPG E029 'The Signing of Tourist Attractions and Facilities'](#).

### **Leisure facilities / sports grounds**

2.3.8.17 Local Council operated leisure centres may signed (see paragraph 2.3.7.11) but other leisure facilities such as bowling alleys, snooker halls, video arcades, cinemas, bingo halls, kart tracks, paint-balling venues etc. should not be signed.

2.3.8.18 Sporting facilities, whether privately owned or operated by local Councils, may be signed where there is a clear road safety reason for doing so or the facilities:

- are difficult to find; and
- will generate a significant volume of traffic from outside the locality.

2.3.8.19 Venues that host at least four competitions per year at a national standard may be signed.

2.3.8.20 In general, direction signing to large sporting events is best managed by the provision of temporary direction signs erected immediately prior to the event. Such signing should not however duplicate permanently erected direction signs.

2.3.8.21 Policy on the signing of golf courses is addressed in [RSPPG E029 'The Signing of Tourist Attractions and Facilities'](#).

### **Outdoor pursuits centres**

2.3.8.22 Outdoor pursuits centres may be signed with white-on-brown signs where considered to comprise a tourist attraction as detailed in [RSPPG E029 'The Signing of Tourist Attractions and Facilities'](#).

2.3.8.23 Outdoor pursuit centres operated by youth organisations such as the Scouts, Boys Brigade, Girls Brigade, etc may be signed with black-on-white signs where Transport NI is satisfied that there is obvious difficulty in locating the centre due to its location or remoteness from the main road network.

2.3.8.24 Only one facility per destination should be signed. Where there is more than one facility per site (for example where an outdoor pursuit centre shares an access with a forest park), a judgement should be made by the operator of the site as to which is the main facility and, therefore, the only one to be signed. Although consideration may be given to the inclusion of prescribed or authorised product type symbols.

### **Theatres/Arts centres**

2.3.8.25 Theatres/Art centres may be signed with white-on-brown tourist signing as set out in [RSPPG E029: "The Signing of Tourist Attractions and Facilities"](#) (paragraph 4.1.7.3) where they are approved by the Northern Ireland Tourist Board as a tourist attraction.

2.3.8.26 Signing will not normally be permitted to premises located on urban distributor roads or on rural A or B roads (see paragraph 2.4.2.4), however a stand-alone theatre/arts centre may be signed where there is a clear road safety need to doing so or all of the following criteria are met:

- a) It is not part of a larger complex of buildings, such as council offices, which are already signed; and
- b) It has a seating capacity in excess of 150;
- c) It has a dedicated box office or messaging service when the box office is closed: and,
- d) It is generally open for performance throughout the year.

2.3.8.27 Signing shall not be approved to premises specifically designed for and aimed at conference usage.

2.3.8.28 Signing will not be provided for theatre groups or companies which are not located in a purpose built theatre/arts centre.

### **Ferry signing**

2.3.8.29 Signing may be erected at the operator's expense to ferry terminals whose access is not located on the A or B class road network (eg Magilligan Ferry) or where traffic would be subjected to substantial detour should the ferry service be temporarily suspended (e.g. Strangford Ferry).

2.3.8.30 Ferry terminals located within urban areas should only be signed from the urban distributor network within that area (e.g. Ballycastle).

2.3.8.31 Where only one ferry terminal operates, the commercial operator's name shall not be displayed on traffic signs.

2.3.8.32 Due to the number of GB destinations now served by ferry operators and the close proximity of ferry terminals, such as in the docks area in Belfast, used by different operators, it is increasingly difficult to provide appropriate signing solely by use of ferry destinations. In such cases ferry operator names may be used on direction signs subject to the following criteria being met:

- a) Where two or more ferry terminals in close proximity provide services to a number of GB destinations, it may not be possible to display all destinations on the relevant traffic signs. In such circumstances the names of the ferry operators may be used in addition to or as an alternative to the ferry destinations.
- b) Where two or more ferry terminals in close proximity offer services to the same GB destinations, it may not be appropriate to display the same GB destination on signs pointing in different directions. In these circumstances, the ferry operators' names may be displayed as an alternative to ferry destinations.
- c) In circumstances where operator names are considered necessary for reasons of signing continuity, they should be used on all relevant signs and not mixed with the ferry destinations.
- d) Ferry operator names should only be used on signs where the routes to separate terminals differ. Common routes on the approach to such areas should be signed using diagrams 2135 or 2136 of TSRGD. These signs will require authorisation by Transport NI Headquarters until such time as they have been prescribed in TSR.
- e) Submissions for the site-specific inclusion of ferry operator names on direction signs shall be made to the Director of Engineering through the Divisional Roads Manager.

2.3.8.33 Ferry operator names may be displayed on such motorway signs as is required for adequate route guidance, subject to 2.3.8.32(a), (b) and (e) above.

2.3.8.34 Additional costs (over and above routine maintenance costs) for changing signs to display operator names shall be borne by the applicant.

## 2.4 Design and extent of signing

### 2.4.1 Sign Design

2.4.1.1 All direction signs shall comply with the rules of traffic sign design prevailing at the time of erection (currently Chapter 7 of TSM and LTN 1/94). In particular, the legend x-height shall be the same as that for other direction signing on the road, namely, that appropriate to the 85th-percentile speed of traffic, as indicated in Appendix A of LTN 1/94.

2.4.1.2 Where there is doubt about the spelling of geographical destinations current Ordnance Survey maps should be referred to. When doubt remains advice should be sought from Ordnance Survey.

2.4.1.3 Where premises are being signed its full name may be incorporated if so requested by the applicant, provided it can be accommodated in the overall sign design. In the interests of road safety, however, the name should not be unreasonably expansive. Lengthy names and acronyms should be avoided. In the case of church buildings, the church name and denomination may both be displayed, provided space is available and the size of the sign is not out of keeping with that of others in the locality. Should the destination name be considered by Transport NI to be too long, the onus for suggesting an alternative name shall rest with the applicant, but Transport NI shall be the final arbiter as to what is displayed on the sign.

2.4.1.4 Organisations often request that a symbol be incorporated on their signing. Most proposals are corporate logos which are too detailed to be effective on road signs and which may quickly become outdated. This type of symbol is usually intended for promotional reasons which are beyond the range of reasons for legally providing signs. Only prescribed or authorised logos or symbols shall be incorporated on privately funded direction signs, at the time of writing these include:

- tourist direction signs;
- walking man / bicycle symbol on pedestrian / cycle way signs;
- symbols for a train or bus on railway / bus station signs;
- hospital “H” symbol together with associated text; and,
- recycling facilities symbol.

2.4.1.5 Where flag-type direction signs are used, the maximum number of lines of legend should not exceed six (as per paragraph 4.3.6 LTN 1/94), nor should the height of the sign exceed 59 stroke widths (as per Figure 7-1 Chapter 7 TSM) A multiplicity of individual direction signs to privately managed premises shall not be allowed at a single location.

2.4.1.6 All direction signs shall be reflectorised / illuminated in accordance with Transport NI policy which can be accessed by the following link [RSPPG E065 'Illumination of Traffic Signs – Lighting and Use of Sign Face Material'](#).

2.4.1.7 Where a destination is known primarily either by an Irish or Ulster-Scots name the destination can be signed as such. Presenting destinations in two languages is not however permitted.

2.4.1.8 As some premises for which applications will be received for direction signing are located in Areas of Outstanding Natural Beauty or in conservation areas in towns, particular care must be taken when siting direction signs.

## **2.4.2 Extent of Signing**

2.4.2.1 When it is decided to include a geographical destination on advance direction signs, the destination must be included on all subsequent signs until the destination is reached.

2.4.2.2 Where signing to privately managed premises is permitted on all-purpose roads, the minimum signing consistent with proper guidance should be provided.

2.4.2.3 Transport NI should be satisfied that the route onto which traffic is directed is the most suitable link between the destination and the main road where the signing begins. Where clear guidance is given by other traffic direction signing and street / road name signs erected by local Councils, privately funded direction signing signs will not be necessary until the general area of the attraction is reached.

2.4.2.4 Signing in rural areas will normally only be permitted from the nearest A or B class road. In urban areas, signing will normally only be permitted from the nearest urban distributor road. More extensive signing should only be considered for road safety or traffic management reasons. Signing will not normally be permitted to premises located on urban distributor roads or on rural A or B class roads.

2.4.2.5 Advance direction signs to privately managed premises shall not be permitted, unless there are good traffic management or road safety reasons to the contrary, eg on the blind side of a crest or bend or where traffic speeds are high where an advance direction sign, in combination with flag-type direction signs may be allowed where forward sight distance to the entrance is restricted.

2.4.2.6 Signing at the premises themselves shall:

- a) be the responsibility of the operator;
- b) be within the premises' own boundary; and
- c) comply with Planning Service requirements.

2.4.2.7 In order to encourage the use of off-street public car parks in urban areas, it may be appropriate to erect direction signs to the appropriate car park with onward pedestrian signing provided to the premises themselves. Consideration should be given to the need for pedestrian signing back to the car park to assist strangers to locate their vehicles.

2.4.2.8 Only main entrances or buildings may be signed. Vehicular signs should only be provided where adequate parking facilities for the potential numbers of visitors are available. Where there are no such facilities on site, pedestrian signing should be provided from the nearest main pedestrian thoroughfare or car park.

### **2.4.3 Sign Erection**

2.4.3.1 Except in cases where the Department authorises in accordance with Article 29(3) of RTRO the provision of traffic signs by others, Transport NI shall erect privately funded direction signs with the cost being recouped from the applicant.

2.4.3.2 Transport NI will normally supply signs but, should the applicant wish to provide them, they shall comply in all respects with Series 1200 of the Manual of Contract Documents for Highway Works (available at <http://www.dft.gov.uk/ha/standards/mchw/>) and any current amendments/additions and the Accompanying Appendix 12/1 (available on request from Transport NI Headquarters) or any other specification provided by the Department.

2.4.3.3 Where an applicant chooses to provide and erect their own signs, they shall be required to enter into an agreement with the Department based on the conditions in Appendix 1. When the Department is satisfied that the applicant can fully meet the conditions it will authorise the sign supply and erection in accordance with Article 29(3) of the RTRO. Divisions shall be responsible for seeking any agreement from the applicant and Traffic Management Policy Branch shall be responsible for administering and issuing the authorisation. An indicative authorisation is attached in 5.2.

2.4.3.4 It should be noted that the authorisation only provides the applicant the authority to supply and erect the sign or signs. Once erected, any sign becomes part of the road infrastructure and the Department assumes ownership and takes responsibility for its on-going maintenance and liability. Should the sign however become damaged or need replaced for whatever reason the applicant will have to either supply and erect themselves or fund a replacement sign through Road Service.

2.4.3.5 The piecemeal addition of individual signs to existing signage is undesirable both in terms of appearance and the clarity of information conveyed to the motorist. Where an extra destination is to be added to an existing sign, the applicant for the additional signing should meet the full cost of reconstruction of all new signs.

2.4.3.6 It shall be made clear in writing to applicants that:

- a) The authorisation process only covers the supply and erection of the sign;
- b) The signs must comply in all aspects with any Specification supplied at the time of application and will be subject of any acceptance testing or compliance checks that the Department so requires. If the sign fails in any aspect of any acceptance testing or compliance checks the applicant shall remove the sign;

- c) upon erection and if fully compliant, the signs shall become the property of the Department and the Department assumes responsibility for on-going maintenance and liability;
- d) the signs shall be removed if the nature of the destination changes or it otherwise fails to meet the criteria against which approval was initially granted;
- e) Transport NI will carry out normal sign maintenance, but should the signs be severely damaged, become unsightly or constitute a road safety hazard or fail to perform as intended at any time after erection, they will be removed from the site. The applicant shall be responsible for the cost of replacing signs if they become damaged or require renewal due to normal wear and tear;
- f) if Transport NI can recover the cost of damage from a third party, the signs will be replaced at no cost to the operator - otherwise the operator will be required to meet the cost of a replacement sign;
- g) while estimates may be given, actual costs, whether more or less, will be charged;
- h) payment of the full estimated cost is required in advance (unless the applicant is subject to Government Accounting procedures) see paragraph 2.4.5.1;
- i) sign legend and background colours shall conform with TSR requirements;
- j) signs shall be illuminated in accordance with [RSPPG E065 Illumination Of Traffic Signs – Lighting and Use of Sign Face Material](#);
- k) unauthorised signing / advertisement of the destination within the road boundary shall be removed by the operator before authorised direction signs are provided; and
- l) subsequent erection of unauthorised signs / advertisements within the road boundary shall result in the removal of authorised signs.

2.4.3.7 Where the upper extremity of the sign is more than 4m above ground level, the sign, post and base will require certification under the Transport NI Technical Approval Scheme, details of which can be obtained from Transport NI Divisional offices.

2.4.3.8 All signs shall comply with the specification contained in the current Transport NI Signs Supply Contract as let by the Central Procurement Directorate [or] Series 1200 of the Manual of Contract Documents for Highway Works (available at <http://www.dft.gov.uk/ha/standards/mchw/> ) and any current amendments/additions and the Accompanying Appendix 12/1 (available on request from Transport NI Headquarters).



2.4.3.9 In the absence of any recent update to Series 1200, signs shall also comply with the main standard for permanent traffic signs BS EN 12899-1:2007 'Fixed, vertical road traffic signs' and the recommended classes in the UK National Annex. All permanent traffic signs must be provided with a declaration of performance and a CE mark.

2.4.3.10 All proposed sign assemblies shall be assessed for passive safety in line with 'Designing Safer Roadsides; A Handbook for Highway Engineers' and if assemblies are required to be passively safe they shall comply with BS EN 12767:2007 'Passive Safety of Support Structures for Road Equipment - Requirements, Classification and Test Methods'. Designers should also refer to the [IHIE Sign Structure Guide](#), May 2008 and [Passive Safety UK Guidelines, April 2010](#).

2.4.3.11 Traffic sign manufacturers shall be certified to National Highways Sector Scheme (NHSS) 9A 'the Design, Assembly and/or Provision of Permanent and Temporary Road Traffic Signs'.

2.4.3.12 Signs shall only be installed by those certified to National Highways Sector Scheme (NHSS) 8 (formerly 8, 9B and 10) 'The Overseeing and / or Installation and / or Maintenance of Highway Electrical equipment and supporting works'.

2.4.3.13 On Motorways and high speed dual carriageways, any temporary traffic management arrangement shall be organised and installed by those certified to National Highways Sector Scheme (NHSS) 12A/12B *Sector Scheme Document for Static Temporary Traffic Management on Motorways and High Speed Dual Carriageways Including On-line Widening Schemes*.

2.4.3.14 On Trunk Roads with a speed limit of 50mph or more temporary traffic management arrangements shall be organised and installed by those certified to NHSS 12D Sector Scheme Document for installing, maintaining and removing temporary traffic management on rural and urban roads.

2.4.3.15 Public information signs such as those for Neighbourhood Watch schemes, Highway to Health walking routes, prohibitions on alcohol use in public places etc are not traffic signs and are dealt with in [RSPPG\\_E018 'Public Information Signs'](#).

## **2.4.4 Removal of Unauthorised Signs**

2.4.4.1 Action should be taken by the relevant Division to have unauthorised signs / advertisements removed quickly. Authority for removal is contained in either Article 35 of RTRO or Article 87 of RO depending on the nature of the signs / advertisements involved. To assist in identifying unauthorised signs / advertisements, Divisions may wish to maintain records of the siting and nature of all approved signs.

2.4.4.2 If unauthorised signs / advertisements to a destination are erected after authorised signs have been provided, Transport NI shall ensure their removal from property under its control. Where those benefiting from the unauthorised signs / advertisements persist in their erection within the road boundary, authorised signs to that destination shall be removed as well. Applicants should previously have been advised of this course of action in the letter of offer for the provision of the signs (see paragraph 2.4.3.6k)). Should the applicant then agree, in writing, to withhold from the erection of further unauthorised signs / advertisements, authorised signs may be re-erected provided the applicant bears all costs relating to their removal and subsequent re-erection.

2.4.4.3 [RSPPG S035](#) sets out the procedures for the removal of unauthorised signs or advertisements in relation to Article 87 of the Roads (Northern Ireland) Order 1993. Further powers in relation to the removal of unauthorised signs are contained in Article 35 of RTRO.

## **2.4.5 Financial Arrangements**

2.4.5.1 As indicated in paragraph 1.4.2, unless expressly stated to the contrary, the applicant shall be responsible for payment of all approved direction signing to premises covered by this RSPPG. Payment of the full estimated cost is required in advance before signs are purchased or work carried out on site. Exceptions to this may be made where the applicant is subject to Government Accounting procedures that preclude payment in advance. In such cases a letter or e-mail from the applicant to Transport NI undertaking to pay the costs associated with the works shall be required. Differences between estimated and actual costs will be reconciled when works have been completed.

2.4.5.2 Where more than one private premises is shown on a sign, costs should be shared on a pro-rata basis between the applicants requesting the sign. Where direction signing for additional premises is to be added to existing signs, the applicant for the extra destination shall meet the full cost of provision of the new installation.

2.4.5.3 Where estimates of cost are given, actual costs, whether more or less, shall be charged.

### **3 Collective Impact Assessments**

#### **3.1 Equality Impact Assessment (EQIA) Section 75 of the N.Ireland Act 1998**

**3.1.1** An equality screening analysis has been carried out on the policy contained within this RSPPG. The analysis did not identify a differential impact on any of the groups listed in section 75 of the Northern Ireland Act 1998. A full equality impact assessment has consequently not been deemed necessary.

**3.1.2** A copy of the completed 'Equality Screening Analysis Form' has been signed off and forwarded to the DRD Equality Unit.

#### **3.2 Rural Proofing**

**3.2.1** This policy and procedure guide will be applied equally in the urban and rural contexts for the benefit of all road users.

#### **3.3 Impact Assessments (IAs)- formerly referred to as Regulatory Impact Assessments**

**3.3.1** An Impact Assessment is not deemed necessary as this policy and procedure guide will not impose either a direct or an indirect impact on businesses, charities, social economy enterprises or the voluntary sector.

#### **3.4 Lifetime Opportunities – Government’s Anti-Poverty Strategy (replaces New TSN)**

**3.4.1** The intention of this policy and procedure guide is to provide guidance on the provision of permanent direction traffic signs to assist the safe and effective movement of traffic. As such there is no opportunity to assist the Government’s Anti-Poverty Strategy.

## 4 References

### 4.1 General References

None used

## 5 Appendices

### 5.1 Appendix 1 Terms and Conditions for the Supply and Erection of Permanent Direction Signs by Others.

- 1 In accordance with Article 29(3) of the Road Traffic Regulation (Northern Ireland) Order 1997(1) the Department can authorise the provision of permanent direction signs by others. In this context provision includes the manufacture, procurement and installation of the sign or signs.
- 2 All sign faces shall conform to the Traffic Signs Regulations (Northern Ireland) 1997 or otherwise authorised by Transport NI Headquarters.
- 3 All signs shall be listed in the Schedule in 5.3 and shall have an x-height corresponding to Appendix A of Local Transport Note 1/94 (available from The Stationery Office).
- 4 The Applicant shall provide a map (of appropriate scale) marked with the location of all the signs listed in the Schedule in 5.3.
- 5 The Applicant shall not vary the total number of signs referred to in the Schedule in 5.3 nor alter the siting of any sign without first having obtained the Department's consent in writing.
- 6 The Applicant shall be responsible for the proper erection, repair, maintenance and removal of the signs in accordance with the Series 1200 of the Manual of Contract Documents for Highway Works (available at <http://www.dft.gov.uk/ha/standards/mchw/> ) and any current amendments/additions and the Accompanying Appendix 12/1 (available on request from Transport NI Headquarters).
- 7 Where the upper extremity of the sign is more than 4m above ground level the sign, post and base will require certification under the Transport NI Technical Approval scheme, details of which can be obtained from Transport NI Divisional offices.
- 8 The Applicant shall be responsible for all costs in connection with the supply, erection, repair, and if necessary removal of the signs.
- 9 The Applicant shall take all necessary measures to ensure that as little damage as possible is caused to grass verges and street furniture by reason of the erection, maintenance or removal of any sign and shall at its own expense forthwith make good any damage so caused.
- 10 The Applicant shall indemnify the Department, its officers, servants and agents from all liabilities, costs and expenses in respect of any claim or demand from any person or persons in respect of any damage, loss, accident, injury, mishap or occurrence of any description fatal or otherwise arising out of or in any way

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(1) S.I. 1997/276 (N.I. 2)

connected with the exercise of this authorisation or by reason of anything done by the Applicant in exercise or purported exercise of the authorisation and for this purpose shall maintain adequate insurance (namely public liability cover of £10,000,000 for any incident, number of incidents unlimited) to the satisfaction of the Department and shall produce for inspection the relevant policy or policies of insurance together with the receipt for the current premiums if so required by the Department.

- 11 The Department may at any time, if the Applicant does not fulfil his obligations under this Authorisation, revoke this Authorisation by giving to the Applicant one week's notice in writing of its intention to revoke.
- 12 The Applicant shall give the Department at least one calendar month's notice in writing of the date it intends to erect the signs.
- 13 In the event of any default by the Applicant the Department shall itself carry out all such works that are necessary in the interests of the safety and convenience of road users and the Applicant shall reimburse it in respect of all expenses arising there-from as shall be certified by the Department.
- 14 The Applicant may at any time request the Department to revoke this Authorisation by giving the Department one calendar month's notice in writing and upon the expiry of such notice the Department shall revoke this Authorisation and the Applicant shall proceed and be liable in all respects as required of it by the preceding conditions.
- 15 The applicant should be aware that:
  - a) The authorisation process only covers the supply and erection of the sign;
  - b) The signs must comply in all aspects with any Specification supplied at the time of application and will be subject of any acceptance testing or compliance checks that the Department so requires. If the sign fails in any aspect of any acceptance testing or compliance checks the applicant shall remove the sign;
  - c) upon erection and if fully compliant, the signs shall become the property of the Department and the Department assumes responsibility for on-going maintenance and liability;
  - d) the signs shall be removed if the nature of the destination changes or it otherwise fails to meet the criteria against which approval was initially granted;
  - e) Transport NI will carry out normal sign maintenance, but should the signs be severely damaged, become unsightly or constitute a road safety hazard or fail to perform as intended at any time after erection, they will be removed from the site. The applicant shall be responsible for the cost of replacing signs if they become damaged or require renewal due to normal wear and tear;

- f) if Transport NI can recover the cost of damage from a third party, the signs will be replaced at no cost to the operator - otherwise the operator will be required to meet the cost of a replacement sign;
- g) while estimates may be given, actual costs, whether more or less, will be charged;
- h) payment of the full estimated cost is required in advance (unless the applicant is subject to Government Accounting procedures) see paragraph 2.4.5.1;
- i) sign legend and background colours shall conform with TSR requirements;
- j) signs shall be illuminated in accordance with [RSPPG E065 Illumination Of Traffic Signs – Lighting and Use of Sign Face Material](#);
- k) unauthorised signing / advertisement of the destination within the road boundary shall be removed by the operator before authorised direction signs are provided; and,
- l) subsequent erection of illegal signs will result in the removal of authorised direction signs.

## 5.2 Appendix 2 - Permanent Signing Provision Authorisation.

### ***Permanent Signing Provision Authorisation***

In accordance with Article 29(3) of the Road Traffic Regulation (Northern Ireland) Order 1997<sup>(2)</sup> the Department for Regional Development<sup>(3)</sup> (“the Department”), hereby authorises [.....] to erect traffic signs at locations detailed in the Schedule referred to in paragraph 3 and subject to the conditions set out in the following paragraphs.

1. All sign faces shall conform to the Traffic Signs Regulations (Northern Ireland) 1997 or otherwise shall be approved by the Department.
2. [.....] shall only provide traffic signs that are —
  - (a) listed in the attached Schedule and which comply with the necessary detail in relation to each sign indicated in that Schedule (see Schedule – particular attention is needed in terms of the x-height which shall correspond to Appendix A of Local Transport Note 1/94 which is available from the Stationery Office).
  - (b) Indicated on the attached map showing the location of each sign listed in the Schedule.
3. [.....] shall not vary the total number of signs referred to in the Schedule nor alter the siting of any sign without first having obtained the Department’s consent in writing.
4. [.....] shall be responsible for the proper erection, repair and removal of the signs in accordance with Series 1200 Traffic Signs of the Manual of Contract Documents for Highways Works (available from the Highways Agency) and any current amendments and accompanying Appendix 12/1 (available on request from Transport NI Headquarters).
5. Where the upper extremity of the sign is more than 4m above ground level the sign, post and base will require certification under the Transport NI Technical Approval scheme, details of which can be obtained from the Department’s Divisional offices.
6. [.....] shall be responsible for all costs in connection with the supply, erection, repair, maintenance and removal of the signs.
7. [.....] shall take all necessary measures to ensure that as little damage as possible is caused to grass verges and street furniture by reason of the erection, maintenance or removal of any sign and shall at its own expense forthwith make good any damage so caused.

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(2) S.I. 1997/276 (N.I. 2)

(3) S.I. 1999/283 (N.I. 1) Article 3(1)



8. [.....] shall indemnify the Department, its officers, servants and agents from all liabilities, costs and expenses in respect of any claim or demand from any person or persons in respect of any damage, loss, accident, injury, mishap or occurrence of any description fatal or otherwise arising out of or in any way connected with the exercise of this authorisation or by reason of anything done by [.....] in exercise or purported exercise of the authorisation and for this purpose shall maintain adequate insurance (namely public liability cover of £10,000,000 for any incident, number of incidents unlimited) to the satisfaction of the Department and shall produce for inspection the relevant policy or policies of insurance together with the receipt for the current premiums if so required by the Department.
9. The Department may at any time, if [.....] does not fulfil its obligations under this Authorisation, revoke this Authorisation by giving to [.....] one week's notice in writing of its intention to revoke.
10. In the event of any default by [.....] the Department shall itself carry out all such works that are necessary in the interests of the safety and convenience of road users and [.....] shall reimburse the Department in respect of all expenses arising therefrom as shall be certified by the Department.
11. [.....] may at any time request the Department to revoke this Authorisation by giving the Department one calendar month's notice in writing and upon the expiry of such notice the Department shall revoke this Authorisation and [.....] shall proceed and be liable in all respects as required of it by the preceding conditions.

Authorised Officer:

Date:

**5.3 Appendix 3 - Schedule of proposed sign details**

<b>Sign ref</b>	<b>Legend</b>	<b>Location</b>	<b>Traffic speed (85th percentile)</b>	<b>x-height</b>	<b>Height</b>	<b>Width</b>	<b>No of posts &amp; size</b>

Note: All signs shall be listed in the Schedule shall have an x-height corresponding to Appendix A of Local Transport Note 1/94 (available from The Stationery Office).

<b>6 Control Sheet - Policy &amp; Procedure Guide: E034</b>
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**RSPPG: Permanent Direction Signs****6.1 Document History**

Version	Date	Author	Authorised by Document Control Panel Members	
			Name	Signature
2		Stephen Hughes	Harvey Hamilton Norman Chambers Reynold Nicholson Des McFarlane Alan Keys	

**6.2 Overall Reasons for this Version**

Version	Reasons
1	First issue of RSPPG.
2	More general focus on direction signs (away from privately funded signs); temporary direction signs element removed and separate RSPPG issued; requirement for payment in advance relaxed for bodies subject to Government Accounting procedures; new authorisation template added.

**6.3 Revision Details**

Version	Amendments
2	See reasons above in 6.2.