PETERBOROUGH CITY COUNCIL
GROWTH AND REGENERATION DIRECTORATE

APPLICATION FOR TEMPORARY DIRECTION TRAFFIC SIGNS TO NEW HOUSING DEVELOPMENTS

PLEASE READ THE GUIDANCE NOTES ATTACHED BEFORE COMPLETING ANY PART OF THIS FORM.

One completed copy of this form together with drawings and information as specified below should be submitted to:

Technical Officer (Engineering)
Peterborough Highway Services
Highway Control Team
Dodson House
Fengate
Peterborough
PE1 5XG

1. Name of Applicant(s):

2. Address of Applicants(s):

3. Planning Application Number:
   Name and Location of Housing Development:

4. Details and size of Housing Development (see item A of attached General Notes):
5. Proposed Number and Locations of Direction Signs shown on 1:1250 OS plan. (see item B of attached General Notes) and any further relevant details

6. Design of sign, legend to be carried thereby and proposed method of erection or mounting (see item C of attached general notes):

7. Desired or anticipated date of erection of direction signs (see item D of attached General Notes):

8. Anticipated date of removal of direction signs (see item D of attached General Notes):

9. Please state whether the housing development is to be undertaken in phases or will be continuous. If to be phased, details of the phasing should be given with the anticipated commencement and completion dates of each phase (see item D of the attached General Notes):

10. Please state whether the housing development, which is the subject of this application, forms part of a larger development involving other companies. In the latter event, state the name for the overall development.
11. Please state whether under the planning authorization for the housing development there is an agreed access route for construction traffic to and from the development. If there is an agreed access route, details should be given thereof.

12. Please state whether approval is being sought for:
   (A) supply, erection and eventual removal of the signs by the applicant(s)
   (B) Whether the applicant is desirous of such work being undertaken by the Council at the applicant’s expense (see item E of the attached General Notes)

The undersigned has read and is in agreement to abiding by the Guidelines in Section E, items 1 – 7 if (a) is the option selected. Therefore, I/we the undersigned hereby make application for approval for the erection of directional signs within the highway in connection with the above-mentioned housing development. Remittance in the sum of £100 is enclosed herewith, such being the Council’s standard fee for their administration costs in processing the application.

I/we further undertake not to erect in the confines of any public highway any signs giving direction to this development other than those the subject of this application.

Signed: ........................................................................................................................................

For: ........................................................................................................................................

Position within the Company:

........................................................................................................................................

Date: ........................................
Applications to be signed by a responsible officer of the development company. All applications must be accompanied by a copy of a plan (an extract from an Ordnance Survey sheet of scale 1:1250) showing the location of the development, the point of access thereto for construction and other traffic and the precise location proposed of each direction sign.

A. **Size of Development**

There must be a demonstrable traffic management need for the signs. There is, therefore, a threshold of anticipated traffic before a development qualifies for signs. At the present time, the threshold is linked to the number of bedrooms, a statistic that broadly indicates the size of the properties. A development must be planned to include a minimum of 30 bedrooms to qualify for consideration for the provision of directional signing.

B. **Number of Signs per Development and Location of Signs**

The presumption is made that all traffic seeking a development will have been given at least outline instructions on how to find it. The directional signs are not intended to act as advertisements to entice passing trade, but rather to guide drivers actively looking for the site. Therefore, signing will only be allowed in the close environs of the site, essentially to confirm to drivers that they are arriving at their destination. As a general rule, signing is allowed no more than half-a-mile radius or two junctions away from the development (whichever is the further). In deciding precisely what signing will be allowed account will be taken of the local road network, site location and the existence of local place names with which the development can be linked. Some rural sites may merit more signing. Too many signs to different developments would be confusing to drivers, therefore, signing must be kept at a low level if it is to be helpful and effective.

The Highway Agency holds responsibility for the placing of signs on Trunk Roads and it is to them that you must apply to in this instance. Under no circumstances will signs be permitted on a Motorway. Where needed, signing will start from the junction at the end of the Motorway slip road.

C. **Nature of Signs**

The signs must conform to diagrams 2701 and 2701.1 of the Schedule 13, Part 6 of The Traffic Signs Regulations & General Directions 2016. Featuring the name of the development in standard temporary sign colours of black and yellow, together with a symbol of a house to indicate that they relate to a housing development. They must not incorporate the name or logo of the Developers or any other colour scheme. A lorry symbol may also be added to the signs to indicate that heavy construction and delivery traffic should, for environmental reasons, follow a route that may not necessarily be the most direct to the development.

Each sign is to be mounted a minimum of 2.1m above the carriageway/footway/footpath/verge and at least 0.45m from the back edge of the carriageway.

The use of metal ties to fasten signs to posts has resulted in highway furniture being damaged. Therefore, plastic ties are to be used to fasten signage in place.

D. **Length of Display**

Approved directional signs may be erected when work starts on the site substructures (sewers, connecting roads, etc), since much of the heavy traffic visiting the site will be coming at this stage. The signs shall be removed within 3 months of the sale of 80% of the properties on the housing development to which it refers. PCC must be notified when your sales have reached the 80% figure.
In the case of a phased development, where there is a significant gap between work finishing on one stage and starting on the next, the signs must be taken down or covered up once the majority of properties have been sold. At the final phase, the 80% benchmark applies and notification of this is required to PCC.

E. Financial Arrangements, etc.

The Department of Transport has directed that the provision/maintenance/removal of the signs shall have nil net cost implications for highway authorities and that the latter must recover the full costs of signs, including all administrative costs, from the Developers.

The legislation governing the erection of traffic signs requires that the highway authority must erect signs unless they designate another body to act as their agents. Therefore, the Council proposes that, subject to the signs being acceptable under the Regulations, discretion will be exercised and Developers will be allowed to undertake themselves the erection, maintenance and eventual removal of the signs.

In cases where Developers elect to carry out authorised signing themselves the only charge that will be made by the Council will be a standard fee of £100 to cover their administrative costs of processing applications and subsequently monitoring sites. The fee is to be paid in advance and is not refundable. However, approval for Developers to undertake signing themselves will be subject to the conditions appended below.

1. The signs will be erected in the agreed positions to the satisfaction of the Council's Director of Environmental Services or his servants or agents. Details of the location, number, wording and method of fixing of the signs along with proof of the developer’s public liability insurance must be provided to PCC for approval prior to permission being granted.

2. The Developers will maintain the signs in a good state of repair and condition at all times so as not to become a nuisance or danger to the users of the highway or of any property adjacent.

3. Any approved sign which becomes damaged or unsightly shall upon request from the Council be replaced or removed by the Developer at their own expense.

4. Any damage to existing street furniture arising from the erection of the temporary signs will be repaired and the costs recharged to the Developer.

5. The Council shall not be held responsible for any damage that might be caused to the signs by any third party or in the course of any of the operations or activities of the Council except in the latter event to the extent that the damage is attributable to willful default or negligence on the part of the Council, its servants or agents.

6. The Developers or their contractors are to indemnify and keep sufficiently indemnified the Council against any injuries to persons or damage to property (including the highway) and also against any actions, suits, proceedings and claims whatsoever and howsoever the same might arise as a result of the erection and presence of the signs on or adjacent to the highway and their eventual removal.

7. In the event of any default by the Developers and the failure of the latter to remedy the same within a reasonable period of their being requested to do so or where remedy is required as a matter of emergency in the interests of public safety the Council reserve the right to undertake such remedial works as is deemed necessary and recharge the Developers with their costs.

In all other cases there will be payable in addition to the initial administration fee the Council full and actual costs of supplying, erecting, maintaining and eventually removing the signs and subsequent to approval being granted for the signing of developments the Developers will be supplied with an estimate of these costs and will be required to deposit with the Council a sum equivalent to the estimate before any signing takes place.
Unauthorised signs

The Highway Authority or its Agent have the common law right and powers under Section 132 of the Highway Act 1980 to remove any unauthorised signs from the public highway if they are considered to be a potential hazard to highway users, a hazardous distraction or are obstructing the highway or visibility. The Highway Authority has powers under the Highway Act 1980 to prosecute offenders.