

Appendix H

Non-TRO Traffic Management Requests

1. TRAFFIC ROUTE DIRECTION SIGNS

BCP Council provides road signs necessary for safe and efficient navigation of the road system. The council recognises the importance of accurate, appropriate signing for safe navigation to a range of destinations, but also the distraction and clutter that can result from excessive signing. The use of Satellite navigation systems has increased and there is therefore less requirement for route direction signage.

The following guidelines are applicable to requests for general route signing from members of the public, other statutory bodies (such as the emergency services) and council officers/departments/elected members.

1.1 Sign Replacement

When the council becomes aware of missing, damaged or out of date signs, priority will be given to rectifying the signs as follows:

- i. Where road safety has been compromised
- ii. Where legal enforcement is affected
- iii. Where route signing continuity has been affected
- iv. All other signing

1.2 New Signs

All new signing requests must demonstrate a clear traffic management need for the signs. If approved any new sign design must fully comply with the standards and regulations set out by the Department for Transport. Where the number of requests outweighs the available budget, the following priorities will apply:

- i. Road safety related signs
- ii. Signs required for legal enforcement
- iii. Route signing
- iv. Tourist Destinations

1.3 Sign De-cluttering and Rationalisation

In accordance with the Department for Transport's policy of de-cluttering the highway, before erecting any new or replacement signs, an assessment will take place to identify any potential for either removing unnecessary signs or combining signs in order to reduce street clutter. Where practically possible signs will be installed on a single post at the back of the highway and cantilevered where necessary in order to reduce obstacles in footpaths and pavements.

All new signs will also be designed to the minimum size requirements as set out in the Traffic Signs Manuals unless clear justification can be made for larger sign sizes.

1.4 Boundary Signs

Boundary signs will be considered subject to funding and staff resources in the following circumstances only:

- i. A and B roads crossing the Borough Boundary
- ii. A and B roads at points entering or approaching local shopping districts
- iii. Geographic tourist destination areas
- iv. Areas of historic importance

1.5 Banners and 'A' Boards

Banners of any description will not be permitted on the highway. These un-authorised signs can impede driver, pedestrian and cyclist sight lines, as well acting as a distraction. In addition, they can degrade the local streetscape creating an unsightly and untidy appearance. Therefore, the council will take all reasonable steps to remove any banners placed on street furniture or independently erected on the public highway.

All A Boards placed on the public highway must have individual written consent from the Highway Authority (BCP Council). Any 'A' Boards placed without written consent will be removed and after a period of time may be disposed of.

1.6 Authorisation and Enforcement

Authorisation must be gained in writing from the council even when the conditions set out in these policies are met. This is to ensure the council has full control and up to date records of what signs should be present on the public highway. All works to install signs on the public highway must be undertaken by the council or council approved contractors only.

Where signs are erected without written consent, the council will take all reasonable steps to remove the signs and fixings, and recover all costs from the offending individual/organisation.

2. PRIVATE SIGNS

Businesses, organisations and charities operating within BCP Council may apply for traffic signs to their premises subject to the conditions set out in this guidance.

2.1 Private Signs Application Conditions

1. There must be a clear Traffic Management need for directional traffic signs.
2. Signs will not state any business/charity/organisation name and will only state generic destinations - i.e. 'veterinary centre' or 'local shops'.
3. Signs for hotels, guest houses, B&B's, youth hostels or catering establishments will not be considered
 - The only exception to this is where the council has installed traffic management features that disadvantage the premises of the applicant – i.e. a new one way system, prohibited traffic movements etc.
4. If there are no off-road car parking facilities at the destination, only pedestrian or cycle signs will be considered.
5. All signs must comply with current standards and regulations as set out by the Department for Transport.
6. Brown tourist destination signs will not be considered under this process.

2.2 Private Sign Application Fees

Application Fee – An application fee will apply with the application

- Should the sign be refused from the outset this fee will be returned.
- Should the applicant decide not to proceed once the design process has started or once costs have been provided, the application fee will not be returned.

Sign Fabrication & Installation – at cost

- Costs are taken from the standard schedule of rates set annually and a written quote will be provided once the sign design has been agreed.
- Signs may be manufactured and installed by council approved contractors (they will require additional licences to operate on the highway).

2.3 Private Sign Design

All signs must be designed to the standards and regulations set out by the Department of Transport in documents such as 'The Traffic Signs Regulations and General Directions' and the 'Traffic Signs Manuals' (other regulations / guidance may also apply)

3. TOURIST DESTINATION SIGNS

Where traffic management and safety benefits can be demonstrated the council will allow additional signing to defined tourist destinations. A tourist destination is defined in national guidance, The Traffic Signs Regulations and General Directions (TSRGD), as:

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.

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, theatres and cinemas.

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

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

National guidance on tourist signs is provided by The Department for Transport in TA 94/04 Traffic Signs to Tourist Attractions and Facilities in England, Guidance for Tourist Signing - Local Roads.

This policy takes this document into account and supplements the guidance provided. As such an early principle of this policy is to define what tourist destinations will be signed.

3.1 Tourist Destination Signs

BCP Council will only consider signs to **Tourist Attractions** and not Tourist Facilities (as defined above) with the exception of Tourist Information Centres.

3.2 Qualifying Criteria for Tourist Attraction Signs

- i. The facility should be recognised by an appropriate body concerned with maintaining quality standards such as Visit England.
- ii. The promoter/funder will need to demonstrate that the facility attracts a substantial amount of visitor traffic before approval for a sign will be granted.
- iii. The facility is expected to have adequate parking on site or close by, and the proposed sign should direct visitors to the parking facilities rather than to the destination.
- iv. Where no parking facilities are available, only cycle or pedestrian signs will be considered.
- v. The cost of providing, maintaining and removing these signs will be met wholly by the promoter/funder.

This does not confirm automatic provision of a sign, just that it will be considered and assessed accordingly.

3.3 Design Constraints for Tourist Attraction Signs

- i. Tourist signs are not to advertise a facility but to help safe navigation to it.
- ii. The company logo or individual name will not be allowed on the sign, but where appropriate, the name of the attraction and appropriate symbol may be acceptable.
- iii. Where existing tourist attraction signs are provided additional signs will not be provided. Instead a complete new sign must be designed incorporating the existing attractions and the new one into a single installation.
- iv. A maximum of four attractions can be signed on a single sign and only one tourist attraction sign is permitted on the approach to, or exit from each junction.
- v. If a series of signs are required to sign a route to an attraction, BCP Council will assess the most appropriate route based on traffic management requirements.
- vi. Signs will only usually be considered from the nearest main road and from one route. Further signing will only be considered under traffic management requirements.
- vii. Where existing direction signing is provided, the Borough reserves the right to incorporate the additional signing information into an existing sign at the applicant's expense.

3.4 Tourist Attraction Sign Application Fees

Application Fee – An application fee will apply

- The application fee is required at the point of application.
- Should the sign be refused from the outset this fee will be returned.
- Should the applicant decide not to proceed once the design process has started or once costs have been provided, the application fee will not be returned.

Sign Fabrication & Installation – at cost

- Costs are taken from the standard schedule of rates set annually and a written quote will be provided once the sign design has been agreed.
- Signs may be manufactured and installed by council approved contractors (they will require additional licences to operate on the highway).

All Tourist Destination Sign applications will also be subject to policies set out in sections 1 & 2.

4.TEMPORARY EVENT SIGNS

These signs must be provided by the AA, RAC or other similar approved companies who have to apply to BCP Council for authorisation to place signs on the public highway. Local, frequent events, such as car boot sales which are unlikely to attract a significant number of long distance traffic, will not be signed.

4.1 below sets out the criteria for organisers wishing to have temporary traffic signs to their event.

4.1 Qualifying Criteria for Temporary Event Signs

- i. Substantial vehicular flows are likely to be generated causing congestion or a road safety hazard.
 - Substantial flow is considered to be in excess of 400 vehicles per day attending the event. A lower flow may be considered in exceptional circumstances.
- ii. The event provides off road parking facilities or they are available near by
 - Signs will direct traffic to the parking facilities and not the event.
- iii. All routes to be signed must be approved by BCP Council
- iv. Fixings for all signs must be approved by BCP Council
 - Temporary event signs will not normally be permitted on lamp columns unless specific consent is gained for each column from the Street Lighting department.
 - Signs maybe fixed to existing sign post structures provided minimum height and width clearances can be maintained.

This does not confirm automatic provision of a sign, just that it will be considered and assessed accordingly.

4.2 Prescribed Temporary Event Sign Schedules

Premises and public spaces which hold regular events have prescribed sign schedules. Only signs in those locations detailed in the schedules will be considered for authorisation.

4.3 Event Traffic Management Plans

Events that are deemed to have a significant impact on the highway network will be required to provide a full Traffic Management Plan (TMP). If this is the case, temporary event signs will not be authorised until the council is satisfied with the TMP submitted.

5. ACCESS PROTECTION MARKINGS

Access Protection Markings can be applied for where residents or businesses/organisations regularly experience problems with dropped kerb accesses being blocked.

5.1 Qualifying Criteria for an Access Protection Marking

- i. The access in question must have a dropped kerb which forms a vehicle crossing.
- ii. The applicant must be the property owner/occupier.
- iii. The applicant must fully fund the Access Protection Marking.
- iv. An Access Protection Marking will only cover the extent of the dropped kerb as standard.
- v. If multiple dropped kerbs are to be covered, consent from all property owners must be gained.
- vi. A single Access Protection Marking may cover two dropped kerbs provided the distance between the two (tops of the tapered kerbs) does not exceed 4.5 metres.
- vii. In some circumstance additional lining of up to 1 metre may be added at each end dependent on the surrounding road space.

5.2 Fee for Access Protection Marking

Access Protection Markings have a standard fee set out in the annual fees and charges, payment is required in full with the application. The applicant is responsible for full payment.

The markings do not hold any legal status but do prove to highlight the dropped kerb and can be effective at reducing instances of obstruction. Should obstructions of dropped kerbs still occur, Penalty Charge Notices maybe issued to offending vehicles following a complaint from the property owner / occupier (regardless of whether an Access Protection Marking is present or not).

6. Links

Road Traffic Regulation Act 1984

<http://www.legislation.gov.uk/ukpga/1984/27/contents>

Traffic Management Act 2004

<http://www.legislation.gov.uk/ukpga/2004/18/contents>

Local Authorities Traffic Orders (Procedure) (England and Wales) Regulation 1996

<http://www.legislation.gov.uk/uksi/1996/2489/contents/made>

The Road Traffic (Temporary Restrictions) Procedure Regulations 1992

<http://www.legislation.gov.uk/uksi/1992/1215/contents/made>

Traffic Signs Manuals

<https://www.gov.uk/government/publications/traffic-signs-manual>

Working Drawings for Traffic Signs

<https://www.gov.uk/working-drawings-for-traffic-signs>

Bournemouth Borough Council Streets and Transport Web Pages

<http://www.bournemouth.gov.uk/StreetsTransport/StreetsTransport.aspx>

Applying for Blue Badges for Disabled Parking

<http://www.bournemouth.gov.uk/AdviceBenefits/CustomServices/Apply/BlueBadgesforDisabledParking.aspx>

Guide to organising a Street Party

<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party>