

# HERTFORDSHIRE COUNTY COUNCIL

## HIGHWAYS SIGNING GUIDANCE

May 2012 V2

**Environment & Commercial Services**

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**[www.hertsdirect.org/itp](http://www.hertsdirect.org/itp)**





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# 1 Introduction

Road users depend on traffic signing for information and guidance; highway authorities depend on such signing for the efficient working and enforcement of traffic regulations, as an aid to road safety and for traffic control.

Traffic signs must give road users relevant information clearly and at the right time. The types of signs and carriageway markings available for use are governed by the Department for Transport. Limiting the number of types of sign available assists in their quick recognition as does uniformity of shape, colour and lettering. Uniformity of design alone however is not enough; there must be uniformity in their use, location and illumination.

With decisions on signing issues being made at a local level and with design often being carried out by external staff, it is important that there is a comprehensive policy, backed by practical guidance, if consistency is to be achieved.

The aims of this guidance is to:

- promote the efficient working and enforcement of traffic regulations
- aid traffic control
- aid road safety
- avoid unnecessary sign clutter
- reduce visual intrusion by choosing sign location and method of erection appropriate to the context and setting.

The Highway Authority is generally responsible for signing on the highway. Signing on motorways and trunk roads is the responsibility of the Highways Agency which manages the motorway and trunk road network. Street naming and house numbering is a responsibility of the local District/Borough Council. Name plates are provided by and maintained by the local District/Borough council.

This guidance document supersedes all previous Road Signs Policy documents listed in Appendix 'A'.

The Highways Signing Guidance will require regular updates as new technology is introduced, new guidance is issued or other circumstances change, for this reason the current document will be available on-line and reviewed on an annual basis.

## 2 All Signing

All signing and lining will be in accordance with 'The Traffic Signs Regulations and General Directions 2002' Statutory Instrument 2002 No.3113, and its amendments, together with current Government advice including the Traffic Signs Manual, or will have special authorisation from the Secretary of State for Transport.

All signing will be designed with respect for the surroundings, to minimise clutter, preserve local distinctiveness wherever possible and make a positive contribution to the environment.

The Traffic Signs Manual is intended to give advice to traffic authorities and their agents on the correct use of signs and road markings. Mandatory requirements are set out in the current version of the Traffic Signs Regulations and General Directions; nothing in the Traffic Signs Manual can override these. The advice is given to assist authorities in the discharge of their duties under section 122 of the Road Traffic Regulations Act 1984, but it is for traffic authorities to determine what signing they consider necessary to meet those duties.

Reference should be made to the appropriate chapter within the Traffic Signs Manual, for the use, size and location of signs (e.g. Chapter 4 for warning signs). The basic sign face layout, including the choice of destinations, for directional signs will be included in the new Chapter 2 when this is published. During the interim period reference should be made to Local Transport Note 1/94: The Design and Use of Directional Informatory Signs, published by The Stationery Office.

The Traffic Signs Manual consists of the following chapters:

Chapter 1	Introduction
Chapter 2	Directional Informatory Signs on Motorways and All-Purpose Roads *
Chapter 3	Regulatory Signs
Chapter 4	Warning Signs
Chapter 5	Road Markings
Chapter 6	Illumination of Traffic Signs *
Chapter 7	The Design of Traffic Signs
Chapter 8	Traffic Safety Measures and Signs for Roadworks and Temporary Situations.

\* to be published.

Network Managers will have responsibility for all elements of signing found within this document unless stated otherwise. In certain cases Network Managers may require advice from the Highway Management Unit or the Traffic Manager on sensitive issues.

Agreement of signing schemes will be required from Members through appropriate Joint Member Panels where schemes will be of significant value or impact to the local environment. This is likely to be through Urban

Transport Plan approvals rather than for maintenance schemes. Member agreement will not be required for individual direction signs.

## **2.1 Sign Erection and Location**

Department for Transport guidance contained within the Traffic Signs Manual will be followed unless otherwise authorised by the Highway Authority.

Wherever possible signs will be erected on existing poles, suitable street furniture, on walls, or on structures with the owners' permission and legal wayleave.

Sign posts and sign backs will need to be an agreed 'conservation' colour when erected in conservation areas.

In the vicinity of listed or historic buildings the appropriate contacts at the District/Borough Council will need to be consulted on new signing proposals. When locating signs, account will be taken of the likely growth in vegetation to ensure that signs will be visible at all times without the need to carry out regular trimming.

The needs of those pedestrians with disabilities will be taken into account when designing and locating all types of signing.

Mounting heights, orientation, location, type of post, post spacing will all need consideration in deciding on the best option for any new sign installation. The use of square posts should not be overlooked as a solution to prevent signs from being rotated.

## **3 Direction Signing**

The County Council receives a very large number of applications for directional signing to individual locations. The number of traffic signs required by legislation or for safety or route direction is increasing and to limit the proliferation of signs within the highway boundary it is no longer practice to provide signs to individual locations except in very exceptional circumstances. Although there are examples of signs that have been provided in the past, sometimes indicating very small individual premises, they are not being replaced or renewed when they fall into decay and will be removed if a new signing scheme renders them obsolete.

The main purpose of direction signing is as a navigational aid. It is essential to have consistency of both destination and route number if signing is to achieve its aim.

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

The recommended maximum number of destinations on any sign in any direction is six. Where more than six destinations need to be shown (for any one direction), consideration must be given to increasing the letter heights, providing the information on two signs or upgrading the sign face material.

### 3.1 Destinations (Settlements)

Destinations may be classified as Primary, Secondary, and Local.

#### 3.1.1 Primary Destinations

The Department for Transport provides a national list of primary destinations which are linked by primary routes. They are indicated on the road by signs with a green background. The motorway network, which is indicated by signs with a blue background, forms part of the primary network.

Primary destinations are classed as locations of significant importance that are signed to assist motorists navigating the routes. The primary routes are built and maintained to a higher standard and traffic is encouraged to use these routes rather than other local roads. Primary Destinations are shown on Ordnance Survey maps with yellow typing in a green box.

The national list of primary destinations will be followed. On a Primary Route, the route number, the furthest primary destination and the nearest primary destination to be reached will be signed in accordance with 'Local Transport Note 1/94'. Other primary destinations on the same route will be omitted until they become the next primary destination to be reached. Primary routes will also be signed from secondary destinations to direct visitors back to the primary route network.

Primary destinations are decided by Central Government and for Hertfordshire comprise:

Hatfield	Harlow
Hemel Hempstead	Luton
Hertford	Bedford
St Albans	Stansted Airport
Stevenage	Cambridge
Watford	Aylesbury

If a destination happens to lose or gain Primary status, then the signing of the local network will need to be reviewed in conjunction with these changes.

Other primary destinations will be required where routes cross county boundaries. Regional and Special Destinations can also be used, examples are as below:

London
The North
M (number) and optionally (compass point) e.g. North
Ring Road
Town Centre
(Named Town Centre)
Other Routes
<i>These are indications of the Regional and Special Destinations.</i>



Department for Transport advice will be followed as detailed in Chapter 7 of the Traffic Signs Manual (The Design of Traffic Signs).

### 3.1.2 Secondary Destinations

Secondary destinations are non-primary, but nevertheless, important destinations on A or B roads. The network of secondary destinations and their associated routes, in conjunction with the primary network (which will comprise the Strategic, Regional Primary and Principle County Distributors shown in the route hierarchy), will provide a suitable navigational network for visitors.

On non-primary A and B class roads, the same principle as for primary routes will apply, with the route number, the destination of that route and the next most important destination to be reached being signed.

Secondary destinations comprise destinations which appear in upper case or large, bold lower case on Ordnance Survey maps and are of significant navigational importance. Local considerations will be considered sympathetically. The list of secondary destinations currently approved includes:

Abbots Langley	Hoddesdon
Baldock	How Wood
Berkhamsted	Kings Langley
Borehamwood	Knebworth
Bishop's Stortford	Letchworth
Bovingdon	London Colney
Bricket Wood	Potters Bar
Brookmans Park	Radlett
Broxbourne	Redbourn
Buntingford	Rickmansworth
Bushey	Royston
Carpenters Park	Sawbridgeworth
Cheshunt	South Oxhey
Chorleywood	Tring
Croxley Green	Turnford
Cuffley	Waltham Cross
Eastbury	Ware
Goffs Oak	Welwyn Garden City
Harpenden	Wheathampstead
Hitchin	

### 3.1.3 Local Destinations

Local destinations are of less navigational importance but, because of their size or location, may generate a reasonable level of traffic requiring direction. These destinations tend to be located on B, C classified unnumbered or unclassified roads.

Local destinations will not be signed as forward destinations, but may be signed as destinations from the junction with the nearest B class road or,

where there is no B class road in the vicinity, or where the most appropriate traffic route is clearly from an A class road, they may be signed from the A class road.

There must be continuity of signing along a route to any destination. This may involve consultation with neighbouring authorities.

It is important that drivers are aware that they have reached their destination and as such, town/village name signing should be provided to confirm a destination has been reached. It is recognised that a number of towns and parish's have individually commissioned signs. These signs will remain in place being maintained by the Town/Parish Councils. New bespoke signs will need to be individually funded by the Town/Parish Councils unless provided as an integral part of a traffic calming scheme; with the signs ideally being placed at the boundary of a built up area (rather than the administrative boundary), and recorded on the asset register. The local Town or Parish Council will need to be consulted regarding agreement of the sign positions.

### **3.1.4 Destinations (Facilities)**

Certain destinations may be signed from the boundary of the built-up area in which they are situated. Transport interchanges may be signed regardless of whether they provide parking facilities as many passengers will be delivered and collected. The remaining destinations listed below are the only ones which may be signed providing that they have car-parking facilities and are open to the public without prior membership, pre-booking or other entry restrictions. If parking facilities are not available the nearest car park should be signed and pedestrian signing provided from the car park.

- Hospitals, specifically Accident & Emergency centres, local general hospitals, General Practitioners (GPs), drop-in-centres and clinics (but not private hospitals, nursing homes)
- Visitor facilities (e.g. car parks, tourist information centres)
- Public leisure and sport facilities (e.g. concert halls, museums and sports centres.) These facilities will be signed, but will generally not be signed using brown tourist signs.
- Concentrated areas of single land use (e.g. industrial estates, science parks, town centres, retail parks, standalone out-of-town superstores greater than 10,000m<sup>2</sup> (that due to the volume of visitors may pose traffic management issues).
- Public buildings, libraries, council offices etc.
- Transport Interchanges, bus stations, rail stations etc.
- Police and fire stations.

However, local direction signs will not be provided where an establishment qualifies for brown on white tourist attraction signing, see 'Section 5' for eligibility.

When local facilities such as churches, schools and village halls are not on, or visible from, the main route through the town/village and are therefore difficult to find, they may also be signed from the nearest point on that main route (A, B, C or Unclassified route). Alternatively they may be added to street name

plates when these are replaced e.g. Other Street (leading to any school). This type of signing is considered to be low priority and, as such, the requesting body will be asked to contribute towards costs.

Company names will not be permitted as local destinations.

There are restrictions on the provision of direction signs for reasons of road safety and ensuring quality standards. Consequently the situation can arise where a destination is eligible for signing but cannot be allowed for local reasons, such as road safety or street clutter.

It is also possible for a destination not to qualify for local direction signing although there may be a benefit for signing to be provided. In these cases a matrix of eligibility has been developed to assess the priority of individual locations. Each case will be viewed on an individual basis, however, these cases are exceptions, and therefore there is no right to appeal any decision. Additional guidance can be seen in Section 19.

<b>Matrix to assess eligibility</b>			
	<b>High</b>	<b>Medium</b>	<b>Low</b>
Number of visitors	4	2	0
Importance to local community	4	2	0
Existing problem with traffic searching for location	4	2	0
History of independent requests for signing / complaints of lack of signing	4	2	0
Sensitivity of location (for example crematorium ) (visitors not finding/arrive late)	4	2	0
Existing sign clutter at proposed locations.	-4	-2	0
Environmentally sensitive site/ conservation area.	-4	-2	0
<b>Min score for eligibility = 16</b>			

### **3.1.5 Signing New Roads**

With any signing scheme a strategy needs to be put in place to ensure a consistent approach, this needs to be devised to take into account the local situation.

- **Existing signing and road layout** - A full survey of the existing road and signing layout should be carried out prior to design, at any location where existing signing may be affected by the new development. This

should include the location of existing signs, type and location of power supply and sign measurements where appropriate.

- **Type of sign to be used** - The developer should decide what type of sign is appropriate for each particular circumstance, with the approval of the Highway Authority.
- **Route destination planning** - The developer must consult with the Highway Authorities Network Management Group when determining the destinations to be signed and any abbreviations used.
- **Continuity of signing** - Continuity must be maintained between new and existing signing in an area affected by a new signing scheme.
- **Reduction of environmental impact and sign clutter/proliferation** - In order to minimise any physical and visual obstructions to motorists, pedestrians and cyclists, and to ensure that maintenance issues are kept to a minimum. The best use of existing posts and signs and a minimum number of new posts and signs should be proposed.

Further information is available in 'Roads in Hertfordshire - A Guide For New Developments' Part 1, Section 2, Chapter 15.

Hertfordshire County Council Signing Policies Ref No 21 & 21.1, Local Transport Note 1/94\*, Local Transport Note 2/94\* which will both be replaced by Chapter 7 of the Traffic Signs Manual (\* or any subsequent replacement or amendment)

#### 4. Warning Signs

Warning signs are used to alert drivers to danger or potential danger ahead. They indicate that extra caution and perhaps a reduction in speed or other manoeuvre may be required.

Warning signs can be provided where the Highway Authority accepts that a hazard exists which is not otherwise readily apparent.

The practice in Hertfordshire for providing warning signs is to follow the guidance for provision of warning signs contained in Chapter 4 of the Traffic Signs Manual.

Unjustified signing should not be used at individual locations simply in response to complaints from the public, or to satisfy demands that 'something be done'. Care should be taken to ensure that a route is treated consistently, especially where it crosses the boundary between two different traffic authorities. An example of this is providing warning of severe bends along a route which crosses a County boundary.

Warning signs should not be erected at locations where drivers can quite clearly see and assess the hazard. For example, signs should not be erected to advise of the presence of junctions along a road that is passing through a built up area.

Appropriate warning signs can greatly assist road safety. To be most effective, however, they should be used sparingly. Their frequent use to warn

of conditions which are readily apparent tends to bring all warning signs into disrepute and detracts from their effectiveness.

#### **4.1 Backing Boards**

The use of yellow backing boards needs to be restricted to situations where they are really necessary.

Yellow backing boards will be used only at accident sites (identified under the Accident Reduction Programme), in association with school safety zones or to enhance signs that would otherwise be difficult to pick out against their background.

Yellow backing boards can be especially environmentally intrusive and their over use will devalue the impact of the attention attracting benefits on other schemes. Consideration of increasing the size of sign to maximum permissible will have the benefit of retaining the primary recognition of the warning sign shape and improve legibility and hence reading distance. Also minimises the environmental impact. If a sign is not being recognised by drivers it should be checked to ensure that it is well sited, not obscured by foliage or other obstructions, and is of appropriate size and condition, before considering the use of a yellow backing board.

A warning sign may be mounted on a grey or yellow backing board which can provide a neater assembly, e.g. when a sign requires a supplementary plate, and also eliminates the risk of the plate becoming misaligned. A yellow backing board must be rectangular in shape, but a grey board may be non rectangular, e.g. to enable a triangular sign to be bracketed off a lamp column. A backing board must not itself be provided with a border, nor give the impression of being an additional border.

Further advice is given in Chapter 4 Traffic Signs Manual, paragraph 1.31

### **5. Regulatory Signs**

Most regulatory signs are the means of putting into practical effect orders, including acts of parliament, regulations, by-laws and notices for the regulation of traffic. Such orders may impose restrictions on speed, width, height, on turning traffic or waiting. Most regulatory signs are therefore erected to give effect to traffic regulation orders (TRO's) and it is important that they are kept clean and free of obstructions such as foliage. Important exceptions are the Stop (needs site approval from Department for Transport), Give Way and Keep Left signs which do not require orders.

Regulatory signs will be provided to give effect to traffic regulation orders and to improve safety and traffic flow.

The practice for Hertfordshire for providing regulatory signs is to follow the guidance contained in Chapter 3 of the Traffic Signs Manual.

Signs giving advance warning of regulatory requirements will be incorporated with direction signing wherever possible and will be located so that vehicles have the opportunity to turn round or divert. This is particularly important where large vehicles may need to turn.

Alternative routes avoiding any prohibition will be signed where necessary but particularly where lorry movements are restricted.

## 6. Tourism Signs

Numerous requests for signs to tourist attractions, which individually appear to be worthwhile destinations can result in 'sign overload' causing a distraction for motorists and an eyesore for residents.

Most attractions will have advertising material which should broadly direct traffic to the correct destination. The intention of the Department for Transport when it introduced Tourist Signs was for just a symbol to be followed for the later stages of the journey.

A joint review by DfT and HA, resulted in the issue of guidance for the trunk (TD 52/04) and local road networks (TA 94/04) and a common introduction to both documents has also been introduced (TA 93/04)

The standards above state 'Retail parks, shopping centres, garden centres and exhibition centres should not in future be considered for signing using white on brown signs; instead they should be signed if necessary for traffic management or road safety reasons using standard direction signing' TD53/05 provides further guidance on traffic signs to retail destinations and exhibition centres.

Tourist Destination signing provides an important opportunity for both tourism businesses and local economies and will be implemented positively and constructively in accordance with the guidance notes stated above which are included in the Design Manual for Roads and Bridges.

The statutory definition contained in the Traffic Signs Regulations and General Directions concerning tourist signing has been amended, and the following definition of a tourist destination is used in the guidance;

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 visitors 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, restaurants, 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.

There is an advertising element as the signing helps to generate impromptu visits but the primary purpose is to safely guide those wishing to visit a tourist destination along the most appropriate route for the latter stages of their journey, or to indicate facilities that a tourist would not reasonably expect to find in that location.

The total cost of provision of Tourist Signs will be met by the promoter of the site and not HCC, this includes all design, approval, administration and implementation costs.

They should not be used as a means of circumventing planning control of advertisements, nor as a substitute for good promotional material.

Therefore **road safety, traffic management** and the **environment** are given high consideration when dealing with applications. If these are in any way compromised, then the application will be rejected.

Eligibility does not confer automatic entitlement to tourist signs. Decisions on signing individual establishments will depend on local circumstances, including the number of similar establishments in the area.

New requests need to be signed off by the Network Manager. It is advised that all new requests should be discussed with the County Tourism Manager or the District Tourism Lead, prior to referring a request to the Network Manager.

Local authorities have a statutory duty under section 122 of the Road Traffic Regulation Act 1984 [9] to exercise their power to permit or provide traffic signs so as to secure the convenient, expeditious and safe movement of traffic while having regard to amenity. Promotional signs are controlled as advertisements under Town and Country (Control of Advertising) Regulations [10,11].

For further information view Appendix C.

## **7. Temporary Signs**

The meaning of 'temporary sign' in the Traffic Signs Regulations and General Directions, means a sign placed on or near a road for the purpose of conveying to traffic-

(a) information about convenient routes to be followed on the occasion of -

- (i) a sporting event.
- (ii) an exhibition; or

- (iii) any public gathering, which is in each case likely to attract a large volume of traffic;
- (b) information about diversions or alternative traffic routes;
- (c) information about the availability of new routes or destinations;
- (d) information about changes in route numbers;
- (e) warnings about, or information on how to avoid, any temporary hazards caused by -
  - (i) works being executed on or near a road;
  - (ii) adverse weather condition or other natural causes;
  - (iii) the failure of street lighting or malfunction of or damage to any apparatus, equipment of facility used in connection with the road or anything situated on or near or under it; or
  - (iv) damage to the road or footway itself; or
- (f) requests by the police for information in connection with road traffic accidents.

Temporary signing schemes will only be erected with written approval of the Highway Authority and by a contractor who has public liability insurance to carry out works within the highway and who is approved by the Highway Authority. A named contact will need to be provided to answer queries on the signing and have the authority to amend or remove the signs if requested by Hertfordshire County Council.

Signs provided by the AA, RAC and other contractors are acceptable subject to DfT guidelines. (TSRGD reg 53. Directions 13(3), 38 (2)). These signs also need to follow HCC Policy guidance for directional signing.

HCC restrict the wording to the location of the event and does not allow advertising of any sort, for example signing for a 'Computer Fair' at North Herts College would only use 'North Herts College ' as the destination on the signs.

The cost of sign provision and removal will be covered by the promoter of the event/development. Erection and removal will be within five working days of the event unless there are special management reasons for this to be extended. The maximum duration of signage for an event should be no longer than a period of six months.

### **7.1 For Special Events**

Authorisation for temporary signing will only be given where a special event can meet certain criteria set out in the matrix below.

Where the venue is in a town or village with permanent direction signing, temporary signing will only be permitted after the town/village name is lost as a destination.

Authorisation for temporary signing to guide drivers to special events will be given only when the event has parking facilities (or the signing will direct drivers to parking facilities specially provided for the event).



Commercial names of event sponsors will not be permitted and dates and times should only be included when there are traffic management reasons for doing so as the signs are not intended to advertise the event.

Exceptions can be made especially in the case of festivals and large nationally and internationally recognised events where temporary signage should be provided in the majority of cases, to aid with possible traffic management issues. It is recognised that these events add value to both the local economy and the well being factor of the surrounding areas.

<b>Matrix to access eligibility</b>			
	<b>High</b>	<b>Medium</b>	<b>Low</b>
Number of visitors	4	2	0
Potential traffic management issues	4	2	0
Benefit to local economy	4	2	0
Current level of signage to event location	0	2	4
<b>Min score for eligibility = 12</b>			

## **7.2 For Housing Developments**

Signing for housing developments is now included within TSRGD 2002. Guidance given in Department for Transport Internal Advice Note (IAN) 8/91 is still valid.

The purpose of the sign is:

- to reflect the traffic management need to direct construction traffic, delivery vehicles and prospective buyers to new developments by the most appropriate route;
- to offer a realistic alternative to unlawful fly-posted developers' advertisements.

Written approval of the Highway Authority will be required for all locations. The use of lorry symbols to direct HGV traffic along the most appropriate routes can be used. The TSRGD (direction 38.2) states 'signs shown in diagram 2701 or 2701.1 may be retained on or near a road for not more than six months after completion of the housing on the development to which it refers'.

## **7.3 For Roadworks**

Signing for roadworks does not come within the scope of this guidance, however, bodies undertaking these works will ensure that traffic signing meets the standards laid down in Chapter 8 of the Traffic Signs Manual and is maintained during the period of works. Street works not properly safeguarded

pose a hazard for many disabled people and particularly partially sighted pedestrians. Strict guidelines relating to this can be viewed in DfT's document 'Inclusive Mobility, point 3.8'.

## **8. Signing For Speed Reduction**

### **8.1 Gateways**

Where a speed limit starts at or near the boundary of a village/town development, boundary signing can be incorporated with the speed limit sign to form a 'gateway' into the area where drivers are expected to reduce their speed. However, as gateways are intentionally visually intrusive, local support and careful positioning will be needed to maximise benefits. Local Town or Parish Councils may be involved with the implementation and can contribute towards additional benefits that can be achieved by improving the visual appearance within the built up area such as enhancing the verge, shrub and tree maintenance. The gateway should suggest to the motorist they are entering a different type of area where they may need to adjust their driving to suit the conditions. They should be more likely to encounter pedestrians, equestrian use, driveways, vehicles manoeuvring or parking and therefore choose to use a slower, safer speed.

### **8.2 Central Islands**

The use of central islands should be carefully considered as they are a maintenance liability and can cause problems for cyclists. Current guidance requires central islands to be clearly visible to approaching vehicles at all times, which should be taken care of by providing reflective white lines alongside the island, illuminated or reflective bollards and in some circumstances additional signs, roadstuds, beacons and street lighting.

The painting of kerbs is not necessary and can not be an effective substitute for appropriate signs.

Placing of reflectors or road studs on the kerbs is not permitted as kerb reflectors are not prescribed in the TSRGD. A reservation is they may be mistaken for road studs and drivers may expect to be able to run over them. Although to a lesser degree the painted kerbs may also be confused with road markings in certain circumstances.

The use of painted kerbs should not be discounted totally as there are certainly circumstances where they could be of benefit such as locations without an electricity supply, sites where accidents are occurring and sites prone to poor visibility, for example fog and mist. However the long term maintenance implications should be considered. Solar powered illuminated bollards, additional signs and road markings could be more effectively used to improve the location.

### **8.3 Non-illuminated bollards**

Flat, self-righting and other retro reflective bollards, complying with BS 8442, may be erected by a highway authority under general powers, so long as they do not incorporate a traffic sign.

If a traffic bollard incorporates a sign – i.e. diagram 610 or 611 arrow – TSRGD 2002 requires that it be illuminated in certain circumstances. Special authorisation has been obtained from DfT in Hertfordshire to allow the use of non illuminated bollards incorporating micro prismatic retro reflective materials in locations where the TSRGD would require illumination. The products suitable for use have been inspected and approved by DfT. Any other products can not be used.

The special authorisation requires the following criteria to be met:

- Where the bollard is mounted on a central refuge it must be backed up by a conventional sign to diagram 610 or 611 mounted on the central island column. The conventional sign must be illuminated as usual.
- Where the bollard is mounted on a refuge on which there are traffic signals facing the same direction as the bollard.
- Where the bollard is mounted on a central refuge at a zebra crossing in conjunction with two Belisha beacons mounted on the central island.

Prior to the use of non illuminated bollards the accident history needs to be investigated and any road safety issues addressed. It is likely that only sites within the urban areas will be suitable for non illuminated bollards. It is essential to ensure the street lighting inventory is amended to reduce maintenance and energy charges.

#### **8.4 Painted Speed Limit Roundels on the Carriageway**

The use of a speed limit roundel marking to remind drivers of the speed limit in force is prescribed in the TSRGD 2002 (diagram 1065). For guidance on use of the marking in association with upright speed restriction signs, view Chapter 5 (21.4) of the Traffic Signs Manual.

Painted roundels must not be used in association with an advisory speed limit.

The use of painted speed limit roundels should be discussed with the Traffic Manager/Network Manager and the speed management strategy consulted, prior to implementation as there are a number of disadvantages with their use:

Possible disadvantages

- Not highly effective at reducing speeds, unless used with other features
- Other measures might be needed to maintain speed reduction
- Cannot be used as a 'repeater' within lit 30mph areas
- Long term maintenance liability, particularly if coloured surfacing used as a background.

Monitoring has found that roundels can be effective at reducing speeds by around 3mph in 40mph limits, but no significant reductions were observed with the use of 30mph roundels. It is therefore not recommended to use 30mph roundels (except at gateways or the entrance to the speed limit).

Hertfordshire County Council recommends against the use of 30mph speed limit roundels. However, if they are to be used it is expected that they will only be used in the following situations:

- As an integral part of a traffic calming or gateway feature where a persistent problem occurs with injury accidents resulting from speeding traffic.
- Only where a legally enforceable speed limit changes.

Roundels will be white, without a background or simulated signface colour. Further visual enhancement will only be allowable if carried out in conjunction with traffic calming features to provide a consistent theme throughout the scheme.

### **8.5 Speed Limit Countdown Markers**

Authorisation for speed limit count-down markers will be sought from the Department for Transport and they will generally be implemented only where the approach environment gives no indication of the impending limit and there is inadequate visibility of the start of the limit due to environmental features such as a bend.

### **8.6 New Technology**

The incorporation of new technology such as vehicle activated and variable legend signs should be evaluated when reviewing signing schemes, further information is included in Hertfordshire's Speed Management Strategy. Intelligent Traffic Systems are also being developed that utilise variable message signs to inform of traffic conditions and alternative routes. The ITS strategy needs to be referred to when developing new directional signing schemes.

The Network Management Group must also be consulted on the use and deployment of ITS technology.

New technology is also being developed in sign lighting, reflective materials and construction materials.

New technology tends to be non compliant with current regulations and often requires special authorisation before it is used on the highway. Department for Transport should be consulted rather than relying on information provided by manufacturers until policies and procedures are established.

## **9. Rights of Way Signing**

Signposts are to be erected in accordance with section 27(2), and Waymarks are in accordance with section 27(4) of the Countryside Act 1968. It is important that paths are signposted and accurately waymarked as this gives users and landowners / occupiers increased confidence in the network and its use.

Officers have the discretion not to locate signposts and/or waymarks where the Parish Council / Meeting agree that it is not necessary, section 27(3), however, reasons must be logged.

Signposts / Waymark posts are to be placed to minimise obstruction to the free passage of people who will be using the route. They should normally be placed at the edge of a path but remain within its boundary.

Signposts / Waymarks should be visible when approached along the line of the path from any direction.

The exact position of each shall be decided by the Officer or someone authorised on their behalf.

Existing structures may provide an alternative to new posts. The Officer must obtain the owner's permission prior to signposting / waymarking on private structures. Trees and other vegetation should not be used.

Hertfordshire County Council has the power to enter any land for the purpose of erecting signposts / waymarks as stated in the Road Traffic Regulation Act 1984, section 71.

For further detailed information on regulations, guidance to installation and specifications consult the HCC Rights of Way Good Practice Guide, Section 7.

## **10. Pedestrian Signing**

Where public facilities do not possess off-street parking spaces, directional signing from the nearest public car park, will be considered.

In order to maintain continuity of information, once a destination has appeared on a pedestrian sign it will continue to appear on all subsequent signs until the destination is reached.

In conservation areas the Network Management Unit, in association with District/Borough planners where appropriate, will be consulted on the design and location of pedestrian signs. Signs in accordance with the TSRGD 2002 will be used as they ensure legibility for all users. The incorrect use of gold lettering on a black background, for example, has a poor contrast and makes reading difficult for people with visual impairments. High contrast combinations should be used.

The needs of those pedestrians with disabilities will be taken into account when designing and locating all types of pedestrian signing. Pedestrian signs and information must be in forms that can be used by disabled people. It is particularly important to take account of the needs of visually impaired people and to make information as simple and easily understood as possible.

Simplicity helps everyone but particularly people with learning disabilities. The placing of signs is also important: reasonably close to, but not impeding passenger circulation areas. For additional information see section 10 of the Department for Transport's guidelines 'Inclusive Mobility'.

See Section 2.1.4 for; any additional signage required for pedestrians. Signs relevant for pedestrians (only), include:

- Public toilets
- Approved tourist attractions/facilities
- Sites of interest
- Theatres/cinemas
- Walks i.e. river walk

- Police stations
- Citizens' Advice Bureaux
- Tourist information – both information boards and Tourist Information Centres
- Public parks.

The use of tactile paving at crossing points also provides a physical sign to pedestrians to assist their understanding of the surroundings.

In some locations such as shopping centres, the use of a contrasting colour or texture of surfacing material is used to guide pedestrians to a particular destination or along a route. During maintenance works the contrast will need to be maintained in the new arrangement.

## **11. Signing For Cyclists**

Many signs are optional rather than mandatory. It is useful to bear in mind, as cycle infrastructure can be quite sign-intensive and, if not carefully designed, can create unnecessary visual intrusion', see Local Transport Note 2/08 – Cycle Infrastructure Design (2008). Detailed guidance on the use of signs most relevant to cycling, and examples of cycle-specific signing layouts can be viewed in Chapter 3 of the Traffic Signs Manual.

Signed cycle routes with features such as cycle lanes and advanced stop lines are sometimes the most obvious outputs when providing for cyclists'. However, the way an authority understands the role of 'invisible infrastructure' and implements its design effectively can have a positive impact in creating a cycle friendly environment, CS29 Hertfordshire County Council Cycling Strategy. 'Invisible Infrastructure' is the term created to describe non cycle specific activities and interventions delivered by national and local bodies that impact on modal choice and in particular the decision to cycle instead of using a car, CS110 Hertfordshire County Council Cycling Strategy.

### **11.1 Urban Routes**

Cycle routes that have a transport purpose within built up areas will be signed showing specific local destinations and mileage where appropriate.

Where shared use facilities form part of the route and the destination is within walking distance (1 mile), the pedestrian symbol will be added to the cycling sign.

To minimise the future maintenance requirements of any new scheme the use of green coloured surfacing should be kept to a minimum. As a result it should only be used to highlight conflict areas and features.

In areas where a new scheme will connect to existing facilities that have extensive use of coloured surfacing, exceptions to this rule may be considered to ensure visual consistency.

### **11.2 National or Longer Distance Routes**

The County Council and District/Borough Council will sign all routes contributing to the overall transport network. These routes will be signed following a satisfactory audit and introduction of any necessary traffic management measures. Circular routes will generally be for leisure purposes

and will therefore only be signed in their entirety if it is promoted and deemed to be necessary.

Signing will be provided only at the start of approved routes (see above), at junctions, on links greater than 2 miles in length to confirm the route where there are unsigned tracks etc, which may cause uncertainty for the cyclist. All signed national routes and all regional ones will be identified by a route number (white on red or blue). Destinations and mileages will only be included where there are transport advantages for example, where the route is near a built-up area.

Signing will be added to existing furniture wherever possible. This will be done in a sympathetic way i.e. the cycle sign will be of the same material and style as the sign on which it is to be placed. Where there is no existing sign (this is only likely to happen on links), signs should be erected on metal posts as they last longer and therefore are less of a maintenance liability.

### **11.3 Leisure routes**

These will not normally be signed as routes often overlap and a proliferation of signs would result. However, careful consideration will be taken on this decision as some signage can often be used to give assurances to cyclists on a route. These routes will normally be promoted through leaflets/guides.

## **12. Community Signing**

In exceptional cases, where the Chief Constable is satisfied that there is no suitable off-highway site for signs which he considers to be essential such as Neighbourhood Watch Schemes, Local Bylaws (no dog fouling, no drinking) and Trading Standards Signage (no cold calling), the Highway Authority will select an appropriate site on the highway and may organise installation, maintenance and removal of signs as necessary at the expense of the scheme organisers and in accordance with Highway Authority procedures. The location of the sign and duration of display will be at the discretion of the Highway Authority with approval given via Network Managers.

## **13. Naming and Sponsorship of Roundabouts**

### **13.1 Naming**

Roundabouts can be signed with the name by which they are known locally, with the agreement of the County, District/Borough and Town/Parish Councils, see Appendix B.

### **13.2 Sponsorship**

Sponsorship will not be accepted for signing other than in connection with the sponsorship of roundabouts.

The responsibility for detailed arrangements in each case will be undertaken by the Authority responsible for the environmental maintenance of the traffic island. 'Authority' is defined as the relevant County or District/Borough Council. Where District/Borough Councils are dealing with detailed arrangements there will be no financial involvement by the County Council.

Further advice is contained within document AO (Area Office) 003, Licence to Plant within the Highway and Sponsored Traffic Islands.

## **14. Traffic Mirrors**

Hertfordshire County Council advises against the use of traffic mirrors, if wanted they will be used only with the approval of the Department for Transport which will be requested only if the requirements of Department for Transport Internal Advice Note 3/81 are met. Any authorised mirror will be financed by the applicant. Mirrors erected off the highway are not the responsibility of the Highway Authority.

## **15. Road Markings**

The materials and application of road markings and studs will be accordance with the HCC Highways and Transportation Conditions of Contract and Specification. Also Roads in Herts chapter 3.1.15

When maintained, all road markings will be laid in accordance with The Traffic Signs Regulations and General Directions 2002. Non compliant markings will need to be removed and replaced. In order to promote consistency this will be undertaken on an area or route basis.

Experimental sites for the use of new/innovative materials will be selected by the County Council as part of the programme of Safety Engineering or Maintenance schemes, where their durability will be monitored as part of the overall scheme performance.

### **15.1 Coloured Surfacing**

Coloured road surfaces will only be used where they are fully justified in order to maximise the benefits of the colours when used.

Where it is appropriate to use a coloured surface, only the following colours may be used:

- Red for 'no go' or 'danger' areas;
- Green for cycleways and bus lanes;
- Buff for anti-skid treatments.

The above prescribed colours may be used on the carriageway in normal conditions. In the case of special areas e.g. conservation areas, a more neutral colour for anti-skid treatments may be implemented, that better fits the character of the local environment.

New schemes and improvement works do not require red surfacing in the central reservation when they are introduced. Road markings, signs and studs in accordance current guidelines should provide sufficient warning. Only in exceptional circumstances should red surfacing be used within hatched road markings. For example if accidents are likely to occur due to poor compliance with the standard road markings, studs and signs.

Cycle lanes in urban areas can have colour to highlight the start of the lane, points of conflict along its length and special features such as advance stop lines for cyclists at traffic signals or crossing points. The lane should not be coloured for its entire length, refer to section 11.



In conservation or rural areas buff, or other colours to complement natural stone colour may be used providing that appropriate skid resistance can be achieved.

Road markings such as speed restriction roundels or 'SLOW' can be placed on a coloured surfacing to ensure maximum conspicuity and to prevent surface water accumulating around the markings or between raised areas of colour. But this should be restricted to sites where a gateway feature is being introduced, or sites with a significant history of injury accidents. (see 8.4).

Where textured or coloured surfacing materials are used for speed reduction purposes they will be used only to enhance other measures such as gateways, roundels or road humps.

Although bus lanes may be surfaced in coloured material in order to demarcate them more emphatically and to discourage encroachment by other vehicles. It should be noted, **coloured surfacing has no legal significance**; it is the prescribed traffic signs and road markings which establish the legal status of a bus lane.

The use of standard road surfacing materials should also be considered to provide a visual signal to drivers in some locations, for example, resurfacing area within a village with a contrasting colour to approach roads. This can be achieved at minimal cost during maintenance operations such as surface dressing.

### **15.2 Driveway Protection 'H bar' Markings.**

Diagram 1026.1 TSRGD 2002, Traffic Signs Manual Chapter 5, 22.15  
Where the Highway Authority considers that the applicant is unable to take further action and a proven persistent problem of obstruction exists, driveway protection markings may be installed.

These markings can also be provided at dropped kerbs where a crossing point for pedestrians is persistently obstructed, preventing its use.

The marking is not legally enforceable, however, if used sparingly it can be helpful in discouraging inconsiderate parking; particularly where a problem is isolated and a traffic regulation order could not be justified or easily enforced. Driveway protection markings will be installed opposite driveways only in exceptional circumstances and in liaison with the police.

## **16. Illumination**

For a number of years advice and guidance from manufacturers and the Department for Transport has not been consistent regarding sign lighting requirements. This has caused some confusion regarding the need to illuminate certain signs.

The requirements contained within the Traffic Signs Regulations and General Directions 2002 must be followed, however these have not proven to be easily interpreted. Chapters 3 and 4 of the Traffic Signs Manual contain information which assists in the interpretation of the TSRGD 2002.

Additional information has been included in **Appendix D**. Chapter 6 of the Traffic Signs Manual, Illumination of Traffic Signs, is still to be published and will consolidate the requirements at a later date. An interim arrangement has been created regarding the use of internally illuminated bollards in Hertfordshire. Refer to section 8.3.

## **17. Signing in Special Areas**

Signing in special areas such as in conservation areas and in Quiet Lanes will be kept to a minimum and will be introduced only after consultation with or advice from the Local Planning Authority, with Network Managers having the final decision. In these signing matters generally a localised, rather than standardised approach is taken. However, in order to ensure some consistency the following should be adhered to:

- Thorough evaluation for the need for a sign.
- Evaluation of the proposed location, including possible visual obstruction of local features.
- Evaluation of the size of the proposed sign in the context of the local environment.
- Evaluation of the colour of the sign in the context of the local environment.

If it is deemed that after evaluating the above points that the sign is still necessary, then it may be implemented.

In general terms it is still acceptable to use traditional direction signs at junctions of minor roads (roads other than A or B class roads). Their continued use is endorsed by Hertfordshire County Council and controlled by regulations.

Hertfordshire County Council supports the conservation and repair of existing traditional direction signs especially where they support local distinctiveness. It also states that duplicate signs should be removed to reduce clutter. Evidence shows that the fabrication and installation of traditional direction signs costs more than modern conventional signs. Whilst the aesthetic qualities of the traditional posts are superior their functionality falls behind as they are not reflective and the lettering tends to be smaller. The following guidelines should be followed when evaluating locations for signage:  
Traditional Directional Signs Policy Advice 2007:-

- Replacement of traditional direction signs shall only be considered if there is an existing sign at that location and the additional cost is born by a third party or where replacing the sign is consistent with the strategic priorities set by the Joint Member Panel (JMP), and it can therefore be funded from the JMP's discretionary budget.
- If above is satisfied the traditional direction sign shall replace all other directional signs at that location to reduce clutter.

- The installation of new traditional signs will not be considered unless part of an area wide package funded by third parties on the basis of enhancing local distinctiveness.

## **18. Bus Stops and Bus Shelters**

When planning the layout of passenger transport facilities within any new (employment, commercial or residential) development, the pattern of pedestrian movements to community or employment facilities should be catered for, with the responsibility for commissioning this infrastructure lying with Passenger Transport Unit (PTU) and not the District Managers.

When considered providing a new or refurbishing an existing bus stop or shelter the Infrastructure Guidance provided by PTU will be followed.

For more detailed information on bus stop / shelter specifications view (Quality Bus Infrastructure in Hertfordshire 2004, Section 4).

It should also be noted that some bus shelters are owned and maintained by Borough and Parish Councils.

## **19. Signing Highway Shrines and Memorials**

It is increasingly common for families and friends to place memorials on the highway in memory of loved ones who have died in road accidents. The County Council recognises and respects the wish of the bereaved to mark road deaths in this way but has a duty to keep the public highways safe. The County Council therefore has to balance the wishes of the bereaved with public safety. HCC Policy document POL 005 provides more detailed information.

Low key memorials such as the discrete placing of a small floral tribute or small soft toys at certain times of the year and for limited durations (one month) at the roadside may be acceptable provided there is no significant risk of driver distraction or undue risk to the individual visiting the location. Advice should be sought in consultation with the local Hertfordshire Constabulary Road Policing Unit Family Liaison officer, and the local Highways Engineer. Permanent monuments will not be allowed on the highway and shall be removed on safety grounds.

In the situation outlined above, the bereaved should be contacted and encouraged to accept an alternative memorial such as appropriate planting of a shrub or tree in keeping with the location.

'RoadPeace' have promoted the placing of small memorial signs saying 'remember me' to mark road accident fatalities. The signs have no official sanction with the Department for Transport and hence there is no current legislation or guidance for the County Council to approve the placing of these on street furniture. They are therefore unauthorised until further advice is received from the Department for Transport.

## **20. Use of Passively Safe Street Furniture**

DMRB vol 8 sec 2 pt2 TA89/08 – 89/05

The use of passively safe sign posts is an option that needs to be considered as an alternative to erecting safety fence or road restraint systems.

Passively safe structures are those that are designed to yield or detach under vehicle impact in order to limit injury to the vehicle occupants or other road users.

In Hertfordshire we will aim to follow advice from DfT regarding the use of passively safe signs, but, will not stipulate their use at all locations that meet the given criteria. In some situations the use of protective barrier may assist with the overall safety of a specific scheme or area of highway.

The severities of accidents for vehicle occupants are affected by the performance of support structures for items of road equipment under impact. Based on safety considerations, these can be made in such a way that they detach or yield under vehicle impact.

For additional information see Appendix E.

## Appendices

### Appendix A - Policy and Guidance Documents Superseded by this Document

- HCC Highways Department (1990) Traffic Management and Signing Policy and Practice
- HCC Environment Department (1994) Transport Policy Statement 21 Highways Signs Policy
- HCC TPP (2007) Policy Advice note Traditional Directional Signs
- HCC Herts Highways (2006) Policy Document POL 002 Tourist Signs Policy

### Appendix B - Named Roundabouts in Hertfordshire

Amwell	Smallford
Fourways	London Colney
The Sun	Park Street
New River Arms	The Bell
The Old Pond	Salisbury Hall
Studio Way	Harper Lane
Travellers Lane	The Dome
French Horn Lane	Berrygrove Interchange
Old Hatfield	Wood Oaks
Holwell	Ebury
Lemsford	Station
Maran Avenue	Two Bridges
The Clock	Town Hall Roundabout
Lockleys	Leavesden Green Interchange
Coreys Mill	Hunton Bridge
Bowmans Mill	Waterdale
Stotfold Road	The Noke
Letchworth Gate	Maylands
Norton Way	Breakspear
Green Lane	Verulamium
Station Place	Buncefield
Birds Hill	Swallowdale
Nightingale Road	Cupid Green
Starlings Bridge	Bennetts End
Fishponds Road	Galley Hill
Tilehouse Street	Chequers
Park Way	Friars Walsh
The Comet	

## **Appendix C - Hertfordshire County Council Tourist Signing Practice (Additional Information)**

### **Financial Arrangements.**

All tourist signing permitted under the scope of this guidance should be at the expense of the applicant, so that traffic authorities incur no financial burden in allowing tourist signing on their roads.

This includes, administration, design, manufacture and installation

On receipt of an initial enquiry applicants will be supplied an application form and advised to read through the guidance document to make an assessment as to whether their facility meets the relevant criteria. If the applicant feels that the facility meets the criteria, then the application form can be completed and returned with the initial non-refundable administration fee.

If, after the application has been assessed, signage is agreed, the applicant will be sent a drawing of the proposed signs, with a cost for the design, procurement and installation of the signs.

The applicant will be expected to pay all fees in advance. The signs will be procured under the 'Works Contract' with the applicant meeting all works costs. The cost of replacing the signs as a result of damage, vandalism, theft or replacement at the end of their design life must be met by the applicant.

The County Council reserves the right to remove signs, should an attraction or facility cease to meet the relevant criteria, and to charge the operator of the attraction for the cost of this work. It may be necessary to relocate or redesign signs for road safety or traffic management reasons but such works would be carried out at the County Council's expense.

For situations where more than one destination is to be used on any sign, the cost of that sign will be borne equally by the applicants.

Once signs have been installed, they become the property of the highway authority.

### **Eligibility for Tourist Signing, Signs Using White Lettering on Brown Background.**

In order to strike an appropriate balance between the needs of tourists and the tourist industry, the local environment and the County Council's obligation to ensure safe and effective traffic management the following Policy will be used. This ensures that tourists confidence is upheld in the use of white on brown signing to tourist destinations and a minimum level of quality is maintained and that the provision of tourist signing does not become a detriment to road safety and the environment.

The provision of tourist destination signing will only be considered:

1. To permanently established sites which are open to visitors without prior booking for a minimum of 4 hours a day, 150 days per year.
2. To sites whose primary purpose is to provide an attraction or facility for tourists – tourist signing will not be permitted at locations where other directional signing exists, or is to be provided.
3. Where signing is considered essential to direct visitors to an attraction or facility. Signs will not be approved at locations where their provision would be mainly for promotional or advertising reasons.
4. For sites where other eligible establishments in the vicinity would not be compromised by the provision.
5. At locations where the effectiveness of existing traffic signs will not be adversely effected.
6. In areas where their provision will not detract from the visual environment.

### **Assessment of Tourist Attractions**

In addition to the above general conditions, the tourist attractions must also comply with all of the following conditions to be eligible for tourist signing:

1. The owners or management of the attraction must provide confirmation that they have registered with the English Tourist Board (ETB) and have agreed to abide by its Code of practice for Visitor Attractions. English Heritage and National Trust properties are exempted from this requirement due to their national interest.
2. The applicant must provide evidence that appropriate steps have been taken to publicise the attraction and to inform tourists of the route to it. Publicity should include details of public transport access to the attraction.
3. There must be adequate on site facilities for visitors, including parking, appropriate to the size of the site and number of visitors which it is likely to attract. Where off site parking is provided it must be within a safe and reasonable walking distance of the attraction. If the off site car park is not owned by the operator of the attraction, written confirmation that such use is acceptable must be provided.

Attractions should only be signed from the nearest A or B classification road or the nearest signed settlement. Those with direct access to such a road will not need signing if the entrance is visible and identifiable from a sufficient distance to enable safe vehicular movement and access.

Signing from motorways and trunk roads will be considered in accordance with the Highway Agency's own criteria, and will be subject to their approval. Where an attraction meets these criteria consideration should be given to signing from the nearest of these roads.

Signing to attractions in urban areas should be considered in conjunction with any signing to tourist facilities and should form part of a comprehensive scheme developed in conjunction with the local District/Borough, Town Council, business associations and other local representative bodies. Priority

should be given to directing tourists to appropriate public car parks and providing Tourist Information Centres or Points within the car parks. Signing to attractions could then be more appropriate in the form of pedestrian signing.

As a general rule no more than 6 destinations, of which not more than 4 should be tourist destinations in locations up to 40mph, over 50 should be a maximum of 3, included in any sign structure. It may be necessary to prioritise tourist destinations with primary and other local destinations.

Directional signing to the attraction must satisfy environmental requirements, therefore to reduce the environmental impact, where an attraction requires signing through more than two junctions, consideration should be given to providing signs for 'For X, follow Y' type signs, utilising where possible existing signing legends rather than providing additional continuity signing.

### **Assessment of Tourist Facilities**

Hertfordshire is not a primary destination for tourists such as many sea side resorts, but has many destinations frequented by tourists.

The provision of signing to tourist facilities will only be considered where it can be shown that they will be of benefit to tourists who require serviced accommodation, refreshment, shopping, leisure facilities etc. The numbers and level of provision of tourist facilities will vary across the County and between urban and rural locations. Signing of every facility would be impracticable.

To avoid proliferation of signing, basic conditions have been developed which apply to all facilities and more specific conditions for each type of facility.

In addition to the 6 main that apply to both facilities and destinations, facilities must also comply with all of the following general conditions:

1. The owners or management of the facility must provide confirmation that they have been operating for at least 12 months
2. The facility must meet the standards required by professional or regulatory organisations appropriate to the facility and its conduct of business and operation.
3. The applicant must provide evidence that appropriate steps have been taken to publicise the facility and to inform potential visitors of suitable approach routes.
4. There must be adequate on site facilities for visitors, including parking, appropriate to the size of the site and the number of visitors which it is likely to attract. Where off site parking is provided it must be within a safe and reasonable walking distance of the attraction. If the off site car park is not owned by the operator of the attraction, written confirmation that such use is acceptable must be provided.

In addition to the above conditions each establishment will also need to satisfy more specific conditions for the various types of facility as listed below.



### **Accommodation.**

The provision of tourist facility signing for the following types of accommodation will be restricted in both rural and urban areas to premises whose primary function is providing accommodation.

Hotels and Bed and Breakfast establishments must be members of a quality assurance scheme which requires independent inspection of all member premises and which are more than just marketing schemes.

Camping and Caravan sites must be licensed under the caravan Sites and control of Development Act 1960 and/or the Public Health Act 1936 and have a minimum of 20 pitches for casual overnight use. They should also be members of the British Graded Holiday Parks Scheme ('Q' scheme) or alternatively be registered with the ETB.

Youth Hostels managed by the Youth Hostel Association may be provided with tourist signing.

Self catering accommodation tends to be pre-booked, with visitors receiving directions to the premises. In this situation it should not be necessary to provide tourist signing.

Similarly, it there should be no tourist signing of refreshment facilities in urban areas. In these areas it is recommended that there should be better use of TIC's and TIP's. In locations such as market towns TIP's should be located in the town centre car public car parks and should contain information on the attractions and facilities available.

In rural areas tourist signing to refreshment facilities will only be considered where:

1. The facility is not located on the Class A or B road or on a main thoroughfare. Establishments in bypassed communities will be considered under special conditions which relate to the policy for bypassed communities.
2. There are no similar facilities within one mile.
3. The facility must comply with all relevant Environmental Health, Planning and other legislation.
4. The facility must have a minimum of 20 seats available for dining and should serve hot meals at lunch time and in the evening without pre-booking.

### **Retail Facilities**

Conventional local directional signing is already available for directing visitors to town centres, superstores etc. and this should continue to be used. Only shops which have special features specifically for tourists will be considered for tourist signing. In the urban areas the use of TICs and TIPs is considered to be the most appropriate means of providing information.

### **Leisure Facilities**

Leisure facilities will include recreational facilities, sports venues, cinemas and leisure centres etc. Tourist signing will be considered if the following requirements are met;

1. The facility should not have any limitations on use that is based on membership only.
2. Sporting venues must demonstrate a regional or national significance, holding regular fixtures with suitable visitor facilities.
3. Theatres, cinemas and music venues must have a minimum of 50 seats.

Major leisure complexes providing several facilities may qualify as tourist destinations.

## **Appendix D - Hertfordshire County Council Illumination Signing Practice (Additional Information)**

### **Illumination of Speed Limit Signs.** (Chapter 3, TSM)

Traffic signs must be illuminated in accordance with regulation 18. Specific requirements for speed limit signs are set out in Schedule 17, items 10 and 11. Item 10 requires terminal signs to diagrams 670, 671, 672 and 673 sited on trunk and principal roads (other "A" roads) to be illuminated by internal or external lighting throughout the hours of darkness when they are located within 50 m of a street lamp (which does not have to form part of a system of street lighting). It is insufficient to place a sign on a lighting column; a separate means of illuminating the sign face directly must be provided. However, during any time overnight that the street lamp is switched off, the sign need only be reflectorised (i.e. the sign lighting may be turned off at the same time as the street lamp). Even where the street lamp is illuminated throughout the hours of darkness, it is recommended that the sign is reflectorised in addition to being directly lit, as a precaution against a power failure.

Other terminal signs to diagrams 670, 671, 672 and 673, i.e. those on unlit roads and those on lit roads that are not trunk or principal roads, must be either directly lit or reflectorised (Schedule 17, item 11). Again, it is recommended that where a sign is directly lit it is also reflectorised. Where a road has a system of street lighting, but is not a trunk or principal road, it is recommended that speed limit terminal signs are directly lit. Although this is not a specific requirement of the Regulations, it would minimise the risk of drivers failing to see them. Repeater sign illumination is also specified in Schedule 17, item 11; signs may be either directly lit or reflectorised. It is unusual for such signs to be directly lit, although this is permitted.

20 mph zone signs to diagrams 674 and 675 may be either directly lit or reflectorised. It is recommended that where the signs are directly lit, they are also reflectorised.

Terminal speed limit signs erected in pairs must each be illuminated by the same means (i.e. internal illumination, external illumination or reflectorisation). This applies to terminal signs on each side of the road and to those erected at the same junction for the same purpose.

Where a sign is reflectorised, reflecting material must be applied to the whole sign face except those parts which are coloured black (regulation 19). The optional reflectorisation of yellow backing boards is dealt with in para 14.52 of Chapter 3, Traffic Signs Manual.

### **Illumination of Regulatory Signs.** (Chapter 3, TSM)

Illumination requirements for traffic signs are set out in Schedule 17 and referenced as Item 5 in the tables associated with each diagram. Most regulatory signs, other than those that prohibit waiting and loading, or indicate parking places, must be lit in accordance with Schedule 17 Item 1. This requires signs to be directly lit if they are sited within 50 m of a street lamp

forming part of a system of street lighting. However, certain exceptions are permitted in paragraph (4) in column (3) of Item 1. These include the “one-way traffic” sign shown in diagram 652 (see paras 4.35 to 4.37) when sited more than 50 m from a junction, signs placed to indicate the provision of a temporary order, and road works signs on a road where the permanent speed limit is 40 mph or less. Signs that qualify for this exemption from direct lighting, and those listed in Schedule 17 Item 1 that are located on unlit roads, need only be reflectorised (see para 2.6), although they may be directly lit. Schedule 17 Items 6 and 7 deal with signs mounted on traffic signals and in illuminated bollards respectively.

Signs listed in Schedule 17 Item 4, such as those for bus lanes, must be either directly lit or reflectorised in accordance with regulation 19, whether or not the road is lit. It is not, therefore, a regulatory requirement to directly light these signs within a system of street lighting. However, some signs may be sited where they will not receive adequate illumination from headlamps, and it might be prudent to provide direct lighting regardless of the regulatory requirements. Examples include signs mounted unusually high above the level of the carriageway, on the off side of the road or at the entrance to a side road. Retroreflection is also less effective where the sign is presented at a large angle to the direction of oncoming traffic. Modern microprismatic materials can achieve high luminances for many drivers in defined situations, but not for all drivers in all circumstances. However, some are designed to produce luminances little better than that of traditional beaded materials. Where regulatory signs on lit roads are exempted from the requirement to be directly lit, high-performance microprismatic sheetings (achieving a minimum performance index of 3.0 when rated in accordance with BS 8408:2005) are recommended.

Some regulatory signs, including time plates indicating parking controls and those intended for pedestrians, need not be directly illuminated or reflectorised. These are listed in Schedule 17 Item 9.

### **Illumination of Warning Signs** (Chapter 4, TSM)

On unlit roads, reflectorisation generally produces an adequate level of sign luminance in the illumination from a vehicle’s headlamps. In areas of street lighting, however, much higher levels of luminance are required to ensure that signs are always adequately conspicuous. Reflectorised materials cannot guarantee luminance levels comparable to those provided by direct lighting. Modern microprismatic materials achieve high luminances for many drivers in defined situations, but not for all drivers in all circumstances.

Except in Northern Ireland, the current Regulations therefore require most regulatory and warning signs to be directly illuminated when sited within 50 metres of a street lamp which forms part of a system of street lighting. In most other circumstances, reflectorisation alone will be satisfactory. However, some signs are sited where they will not receive adequate illumination from headlamps, and it might then be prudent to provide direct lighting regardless of the regulatory requirements. Examples include signs mounted unusually high above the level of the carriageway, or on the off side of the road.

Retroreflection is also less effective where the sign is presented at a large angle to the direction of oncoming traffic.

Illumination requirements are referenced as Item 5 in the tables associated with each diagram illustrated in the Regulations, and the detailed requirements set out in Schedule 17. Most warning signs are required to be lit in accordance with Schedule 17 Item 1 or Item 4. Item 4 allows a simple alternative between reflectorisation and direct illumination, wherever the sign is sited. Item 1 signs are required to be directly lit if they are sited within 50 metres of a street lamp forming part of a system of street lighting. However, certain exceptions are permitted in paragraph (4) in column (3) of Item 1. These include road works signs on a road where the permanent speed limit is 40 mph or less and signs marked with an asterisk in column (2), provided they are placed on a single carriageway road which is not a principal or trunk road and has a speed limit of 30 mph or less. Signs that qualify for this exemption from direct lighting need only be reflectorised. Although at the time of publication of this chapter no British or European Standard for modern high performance microprismatic retroreflective materials was yet available, it is recommended that such material be used where an asterisked sign is reflectorised instead of being directly lit.

All warning signs, including those used at street works and road works must therefore be either reflectorised or directly illuminated, except for the overhead black and yellow hazard markings and white chord markings used on railway bridges and similar structures, where this is optional.

## **Appendix E – Hertfordshire County Council Use of Passively Safe Street Furniture (Additional Information)**

**Energy absorbing** support structures slow the vehicle considerably and thus the risk of secondary accidents with structures, trees, pedestrians and other road users can be reduced.

**Non-energy absorbing** support structures permit the vehicle to continue after the impact with a limited reduction in speed. Non-energy absorbing support structures may provide a lower primary injury risk than energy absorbing support structures.

The different occupant safety levels and the energy absorption categories contained within BS EN 12767: 2007 will enable national and local road authorities to specify the performance level of an item of road equipment support structures in terms of the effect on occupants of a vehicle impacting with the structure. Factors to be taken into consideration include:

- perceived injury accident risk and probable cost benefit;
- type of road and its geometrical layout;
- typical vehicle speeds at the location;
- presence of other structures, trees and pedestrians;
- presence of vehicle restraint systems.

The first consideration in assessing the need for the use of a passively safe sign post will be **checking if the sign is necessary**, and if necessary, is there a more suitable location to assist in the avoidance of a collision. This is particularly important in the case of replacing signs that have been damaged in a collision. The replacement sign may also no longer require illumination.

### **Use of Road Restraint Systems to Protect Sign Posts.**

The Current Standard for Road Restraint Systems (CSRRS) gives guidance on protection of signs.

Where a sign is mounted on signposts to BS EN 12767, a permanent safety barrier would not normally be required to protect a vehicle from any impact with the sign. An assessment should be made to see if other highway design features make the provision of a safety barrier necessary, in accordance with the criteria stated in the CSRRS.

Tubular steel or aluminium posts of equal or less than 89mm nominal diameter and 3.2mm nominal wall thickness are deemed to satisfy BS EN 12767. Tubular posts or columns with a larger nominal diameter or a thicker wall thickness at or within 1.0 metre above ground level are classed as 'larger posts' in assessing the need for safety barrier.

Passively safe signposts can be appropriate at locations where protection by the use of safety barriers is difficult. Examples include:

- i. services in the verge where the safety barrier posts would be located;

- ii. roundabouts where there is not enough room for full safety barrier provision or any safety fences would be vulnerable to full frontal impact;
- iii. locations where safety fences or signs have been hit in the past. Some types of passively safe posts, columns and traffic signal posts are much easier to replace than barriers, signs and traffic signal posts or columns cast into the foundation;
- iv. nosings and splitter islands where safety fence end ramps may be a hazard or safety fences difficult to install. However, dependent on the layout and type of equipment, a post or column may be displaced into the adjacent carriageway by an impact (a formal departure from standard must be submitted before using passively safe posts or columns at such locations to enable the layout and safety case to be reviewed);
- v. where verge width is inadequate for both a sign, traffic signal or column and a safety barrier. If a barrier is still required for other reasons and the signpost/column cannot be located outside the working width then a passively safe device may be used. If the signpost/column is located in the verge then any type may be used, but if no hard shoulder exists and the post/column could fall into the live carriageway of a heavily trafficked road then only energy absorbing devices should be used to avoid causing a secondary accident;
- vi. passively safe posts to traffic signals are a suitable and often a preferred solution where impacts are likely at 90 degrees to any safety fence guarding traffic lights or where full approach safety fences cannot be provided for all the anticipated traffic movements.

Signposts protected by a safety barrier with a working width and layout appropriate to the safety barrier required need **not** be passively safe.

Passively safe signposts should not be used in central reserves and reserves between parallel carriageways where, following an accident, the post, column, sign face, could be displaced into the adjacent carriageway and cause a secondary accident. If the central reserve is of sufficient width to consider that following an initial accident there is no risk of a secondary accident, appropriate passively safe devices may be used but excluding slip bases/shear bases.

In order to ensure passively safe behaviour it is necessary to consider the area as a whole. This is likely to involve, for example, either moving posts and cabinets out of the possible path of errant vehicles and using passively safe equipment.

**Choice of Materials.** An increasing choice of passively safe structures are available. Each one will need to be judged on its merits and cost

effectiveness, not just cost of the posts but also cost of installing the posts as some require a more complex foundations. If electrical connections are included these will also need to be fitted with cut outs/pull-out connections which are passively safe; 'Design for Maintenance' will also need to be considered where the ease of replacing the structure, possible problems with dust if cutting required following a collision, will need to be considered. At some time a Countywide specification will be adopted for use.



## Appendix F – Reference Documents

Traffic Signs Manual (Chapters 1, 3,4,5,7,8).	<a href="http://www.dft.gov.uk/pgr/roads/tss">www.dft.gov.uk/pgr/roads/tss</a>
Working Drawings for Traffic Signs	<a href="http://www.dft.gov.uk/pgr/roads/tss">www.dft.gov.uk/pgr/roads/tss</a>
Traffic Signs Image Database	<a href="http://www.dft.gov.uk/pgr/roads/tss">www.dft.gov.uk/pgr/roads/tss</a>
Traffic Signs Regulations and General Directions 2002	<a href="http://www.opsi.gov.uk/SI/si2002/20023113.htm">http://www.opsi.gov.uk/SI/si2002/20023113.htm</a>
Inclusive Mobility	<a href="http://www.dft.gov.uk/transportforyou/access/peti/inclusivemobility">http://www.dft.gov.uk/transportforyou/access/peti/inclusivemobility</a>