

Bristol City Council
Highway Network Management

Procedures for the Approval of Temporary Signs

Below are details of the current procedures relating to the approval and erection of temporary directional signs in Bristol.

- 1) All signs must be given a unique reference number.
- 2) All signs which will be placed for 3 months or longer will be given an expiry date by which they must be removed.
- 3) The signing schedule submitted for approval must specify where a sign will be mounted on a lamp column. This specification must include:
 - (a) The column type (A,B,C or D) as identified below.
 - (b) The lamp column reference number.

Where a lamp column has not been specified and approved for a mounting point, any sign subsequently found to be mounted on a lamp column will be treated as unauthorised and instruction will be given for immediate removal and re-location of the sign to an authorised location.

Unauthorised signs still in position following 24 hours notice will be removed by Highway Network Management and stored. All costs associated with the removal, transportation and storage of the unauthorised signs will be reclaimed from the company who erected the unauthorised sign.

- 4) There are continuing concerns arising from the additional wind loading on street lighting columns resulting from the attachment of signs. With regard to the design, age and condition of some lamp columns.
Advice from the Street Lighting Section is as follows :-

Criteria governing the maximum surface area of signs attached to columns is set out below, and **MUST** be adhered to. The maximum total surface area stated is inclusive of all existing attachments to the lamp column. Where this limit is exceeded, instruction will be issued for the removal of the most recent signs until the total surface area is below the specified value.

Failure to remove these signs within 24 hours will result in removal by Highway Network Management, and costs recovered.

Column Type	Column Height	Maximum Total Surface Area of <u>ALL</u> Signs
(A) New columns (identified by Allen Key door bolt with central pin)	Up to 6m	0.5 m ²

(B) As above	Over 6m	0.6 m ²
(C) Galvanised columns (identified by triangular door bolt with rounded corners)	ALL	0.3 m ²
(D) Non galvanised columns (all other types of door key)	ALL	No attachments permitted

Please note the following additional requirements.

- (a) The horizontal centre line of the sign is to be 2.8m above ground level with a maximum eccentric offset of 400mm. The minimum clearance to the underside of all signs in footways is to be 2.3m above footway level.
- (b) Where signs are mounted at 90 degrees to one another, the combined surface area shall be calculated as the total area multiplied by a factor of 0.707.
- (c) Where signs are mounted back to back with no overlap, the area of the second sign can be ignored.
- (d) Signs requested in the City Centre area defined by St. Augustines Parade, Colston Avenue, the scissors junction, Broad Quay and College Green are to exclude the open public spaces (surrounding the fountains, Burke Statue and War Memorial) within the City Centre. Functional lamp columns on the highway have been identified for the siting of temporary directional signs (please see table on page 1).
- (e) Signs must not be located on lamp columns already supporting banners, hanging baskets or Christmas decorations.

5) All applications should be submitted to:

Highway Network Management, Bristol City Council, Floor 5, Wilder House
Wilder Street, Bristol BS2 8PH

Tel: 0117 903 1212
Fax: 0117 903 6813.

Applications affecting street lighting columns may involve liaison with the City Council's Public Lighting Section before authorisation is granted. This will extend the duration of the authorisation process and it is important, therefore, that applications are submitted as early as possible.

6) If a sign is considered to be unauthorised, instruction will be issued for removal or re-location. If the sign is not removed within a specified time period it will be removed and stored at the owners cost.

If you require any further information please contact BCC Highway Network Management on (0117) 9031212.