

## Highway Network Management

### Guidelines for the erection of Temporary Signs for Events

The following guidelines should be used when considering approval of an application to erect temporary signs on the highway. These do not reflect law and do not describe definitively what shall and shall not be approved. Any decision shall ultimately be at the discretion of the Highway Authority. The likely traffic generated by an event will be a major factor in considering whether to approve any application.

- The aim of a temporary sign is to maintain the smooth flow of traffic on the highway and prevent traffic congestion; it is not intended as an advertisement. Normally, approval is granted if signing is the only means of alerting affected road-users to the location of an event.
- The signage company or applicant is responsible for erecting and taking down all approved signs **according to the dates provided on their application**. If signs are not taken down according to these dates, the Highway Authority may refuse future signage applications and/or charge a fee for the removal of signs left on the highway beyond the stipulated date.
- All signs should meet a design specification, details of which may be obtained from the Highway Authority or Traffic Signs Regulations and General Directions 2002.
- Any application must be in writing, and must include a list of proposed sites and a clear plan showing their locations.
- Signs may only be displayed for the duration of the event and not longer than 6 months without the written permission of the Highway Authority.
- Signs are primarily intended to direct the public to a **temporary event** at a **temporary location**. A permanent location may also be used if this is in a temporary capacity by an outside body **if traffic volume is expected to be high** (e.g. an art exhibition hosted by an art gallery or a stadium used for a concert).
- Events at permanent premises (e.g. college open-days) **may** be approved, usually depending on the anticipated volume of traffic for the event in question.
- Premises that already have permanent traffic signing will not normally be granted additional temporary signing unless the event is liable to generate high traffic volume
- The signs must be of an appropriate size for the approach speeds of the road on which they are to be placed and must not interfere with any existing highway signing. Signs must not be placed on the same poles as Stop, Give Way signs, any regulatory sign or traffic signal poles.

- The company or event organisers must hold a current public liability insurance policy that indemnifies this authority against any claims relating to the provision and erection of the temporary signs
- Any damage to existing street furniture arising from the erection of the temporary signs will be repaired and the costs recharged to the event organiser or organisation.
- Each sign is mounted a minimum of 2.1 m above the carriageway/footway/verge, unless mounted in a trestle frame, and the sign is at least 0.45m away from the edge of the carriageway
- Where signs are erected without permission, they will be removed and a charge for their recovery will be made to the organisation organising the event or named on the sign.

Any queries about signage regulations or guidelines should be addressed to [traffic@bristol.gov.uk](mailto:traffic@bristol.gov.uk) or Highway Network Management, Floor 5, Wilder House, 2-12 Wilder Street, St Paul's, Bristol BS2 8PH.