



From mountain to sea

# Signing of new housing developments

## Guidance for developers

15 June 2017



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## 1 Introduction

Temporary signing of new housing developments can assist potential house buyers, who may be unfamiliar with the area, in reaching difficult to find locations and, furthermore, help prevent delivery or construction vehicles driving unnecessarily around adjacent residential streets whilst searching for their destination.

This document sets out Aberdeenshire Council's principles when considering such applications and the procedure to be followed when applying for permission to erect such signs.

## 2 Signing principles and criteria

Aberdeenshire Council will consider applications for temporary signing of new housing developments where there is a need to provide route guidance. Developers should be aware that these signs are to be used for route guidance only and not as advertising.

Consent shall only be granted for signage from the nearest distributor road. Where a development has, or is proposed to have, advertising signage on private land visible from a distributor road the council may decide that temporary traffic signs to the development are unnecessary.

Signing shall only be considered for developments providing at least 30 bedrooms.

No signs may be erected within the extents of the public road (including footways, verges and on street-lighting columns or other street furniture) without the consent of the Council. Signs on private land may require planning permission and developers should contact the local planning office<sup>1</sup> where appropriate.

All traffic signs must be prescribed in the *Traffic Signs Regulations and General Directions 2016* (TSRGD). For new housing developments, the appropriate signs are diagram numbers 2701 and 2701.1 (shown below). These are the only signs which may be erected within the extents of the public road



Where consent is given this shall be for a maximum of six months. An additional application will be required if applicants wish to extend the consent by a further period of up to six months.

Signs must not remain in place after the end of the period of six months that begins with the day the housing development to which the signs refer is complete.

<sup>1</sup> <http://www.aberdeenshire.gov.uk/planning/contact-us/>

### 3 Applying for permission to erect signs

Applications for permission to erect temporary signs should be sent by email to the appropriate local area roads office. (see table 3.1)

**Table 3.1 Local Roads office contact details**

| Area                | email  |
|---------------------|--|
| Banff & Buchan      | <a href="mailto:banffandbuchan.roads@aberdeenshire.gov.uk">banffandbuchan.roads@aberdeenshire.gov.uk</a>           |
| Buchan              | <a href="mailto:buchan.roads@aberdeenshire.gov.uk">buchan.roads@aberdeenshire.gov.uk</a>                           |
| Formartine          | <a href="mailto:formartine.roads@aberdeenshire.gov.uk">formartine.roads@aberdeenshire.gov.uk</a>                   |
| Garioch             | <a href="mailto:garioch.roads@aberdeenshire.gov.uk">garioch.roads@aberdeenshire.gov.uk</a>                         |
| Kincardine & Mearns | <a href="mailto:kincardineandmearns.roads@aberdeenshire.gov.uk">kincardineandmearns.roads@aberdeenshire.gov.uk</a> |
| Marr                | <a href="mailto:marr.roads@aberdeenshire.gov.uk">marr.roads@aberdeenshire.gov.uk</a>                               |

Applications must include the following information for each proposed sign:

- Image showing signface
- Sign size
- Location
- Fixing method and mounting height
- Description of what the sign is to be fixed to (see limitations in Section 5)

Applicants should state the number of bedrooms in the development to be signed and the date they would like the consent to start, and confirm that:

- the individuals responsible for erecting the signs have the necessary qualifications and experience for the tasks involved in safely erecting the signs in the road
- the applicant has, and shall maintain throughout the consent period, insurance cover of not less than £10,000,000 indemnifying Aberdeenshire Council against any third-party claims or demands

Applications should normally be determined within one calendar month of receipt however applicants cannot presume consent if a response is not received within this time. Successful applicants shall be provided with a consent reference number which must be marked on the back of each sign (see Section 4); signs not displaying a valid consent reference number shall be deemed to be unauthorised and may be removed (see Section 6).

Applications for signage on the trunk road network should be made to Transport Scotland.

## 4 Additional details for signs

Signs should comply fully with the TSRGD. The text shall have an “x” height of 50mm and shall comprise of the name of the site only. Signs must not include any reference to the housebuilder, developer or signing company such as logos, phone numbers or website addresses.

Where deliveries are to follow a separate route from sales traffic, the signs for the delivery route should be varied (as permitted by the TSRGD) to include the lorry symbol (see right).



Signs shall have rounded corners and the consent reference number and expiry date must be marked on the rear of the sign on the bottom right-hand corner.

## 5 Mounting of signs

Signs shall be mounted at a minimum height of 2.1m above ground level (2.3m at locations where cyclists could be expected), at least 0.5m from the edge of the carriageway and shall be securely fixed in a manner to prevent any rotation or slippage and also to avoid damage to the supporting structure. They must not obscure any road user's visibility at junctions, crossing points or of any other sign or signal. Applicants shall be liable for the cost of any damage caused to the supporting structure through the installation or removal of the signs.

Signs must **not** be attached to:

- Aluminium lighting columns
- Lighting columns with any other attachments
- Signposts with one or more regulatory sign
- Signposts with one or more warning sign
- Bus stop poles
- Zebra beacons, traffic signals or other crossing poles
- Pedestrian guardrails or safety barriers

Signs greater than 0.3m<sup>2</sup> in area shall not be mounted on a lighting column of any material. Where it is proposed to add signs to existing signposts the applicant may be asked to demonstrate that the post can withstand the additional wind loading.

## 6 Removal of unauthorised signs

Any signs which do not display a valid consent reference number or otherwise do not comply with the requirements given in this document may be taken down and removed without notice by Aberdeenshire Council who will seek to recover the costs involved.

Standard charges for removing such signs are published on the Council's website<sup>2</sup> but higher charges may apply for sign removals which are more time consuming than normal or require additional plant or equipment.

Removed signs will be stored in a council depot for one month after removal. Housebuilders will be able to collect their signs within this period if all outstanding charges have been paid.

Aberdeenshire Council may defer the consideration of applications for temporary signage from applicants with outstanding unpaid charges.

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<sup>2</sup> <http://www.aberdeenshire.gov.uk/roads-and-travel/roads/residential-streets/standard-charges/>

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