

Arrangements for the Management of Housing Development Signs



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Revision History

| Version No. | Date | Notes |
|-------------|----------|---|
| 1 | 06/04/23 | Document created |
| 1.1 | 29/11/23 | Section 4 updated with new costs and link to website for information. |

| Review | Date | Reviewed By | Update |
|--------|------|-------------|--------|
| 1 | | | |

Introduction

- 1.1 The Traffic Signs Regulations and General Directions 2016, as amended, (TSRGD) allows housing development directional signs to be used by housing developers to sign the most appropriate route into their development (diagram numbers 2701 and 2701.1).



- 1.2 With the City of Edinburgh Council, as Roads Authority, having the duty to manage all Traffic Signs, this document outlines the arrangements for the management of housing development signs in the City of Edinburgh and the process for developers to apply for authority to erect such signs.
- 1.3 This document, which has been developed by the Council's Traffic Signs Team, should be read in conjunction with the TSRGD and the City of Edinburgh Council's Signing Policy (as approved by the City of Edinburgh Council on 27 July 2004).
- 1.4 Please note that, by submitting this application form, applicants agree to comply with the terms of this document, including, but not limited to, the terms of paragraph 3.15.

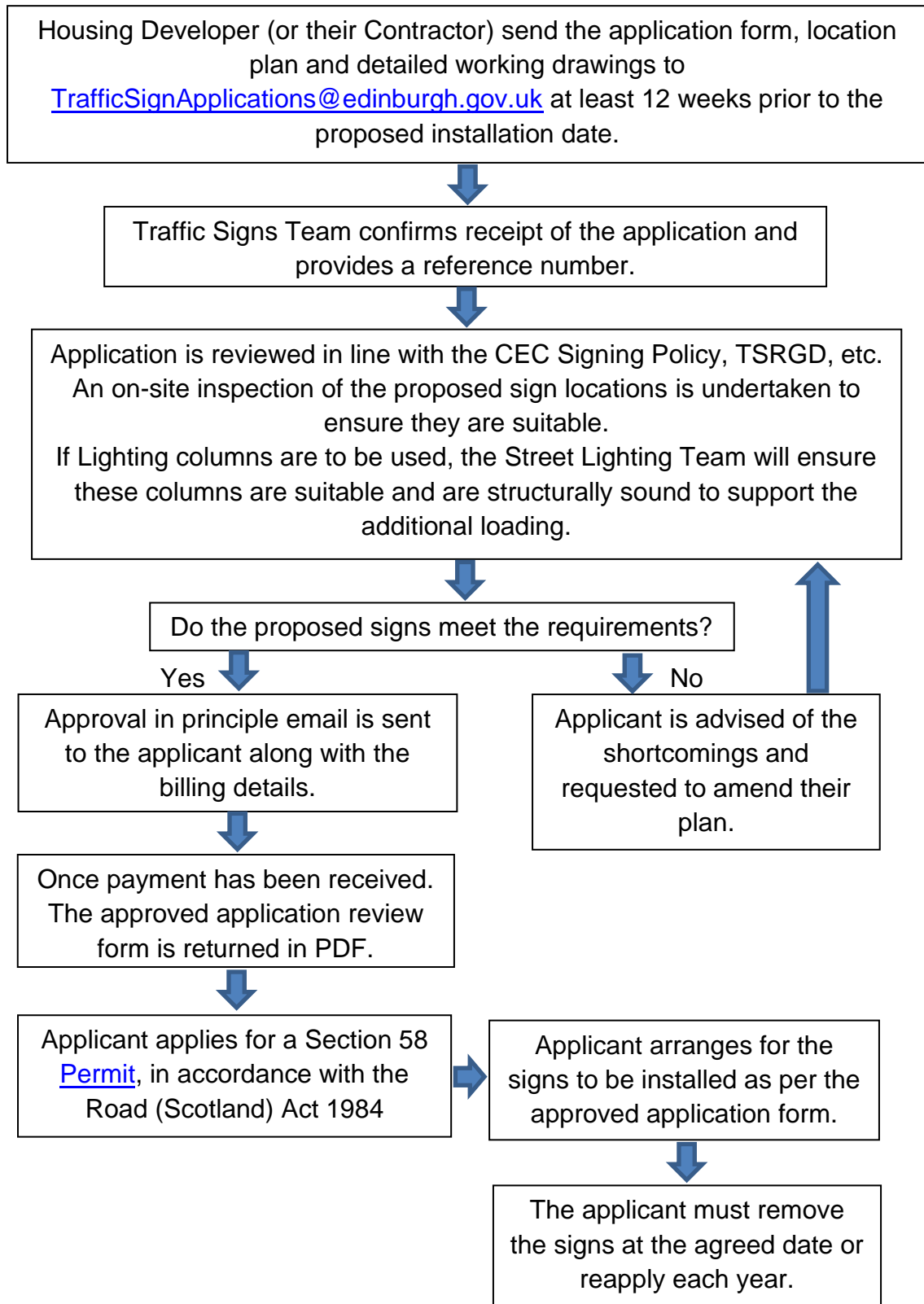
2 **General Rules and Conditions**

- 2.1 Failure to adhere to this document, the City of Edinburgh Council's Signing Policy, the TSRGD, or with any subsequent agreement made between the developer and the Council, may preclude that developer (or their contractor) from any future consent to erect signs on any roads within the City of Edinburgh.
- 2.2 Only developments with a minimum of 30 bedrooms will be eligible.
- 2.3 Developers will be required to show special reasons for requiring signs from greater than ½ a mile, or two junctions, from the development.
- 2.4 The signs will be erected only once work has commenced on the site substructures (i.e. roads, etc.) and will be removed within 3 months of the sale of 80% of the properties or within 6 months of completion of the development, whichever is first.
- 2.5 There will be no cost to the Council, with developers being required to enter into an agreement with the Council, regarding payment, prior to signs being provided.
- 2.6 Developers will be required to submit an anticipated sign removal date with their application and to advise the Council of any revision to that date. Unless otherwise agreed, all signs will require to be removed by the initial date provided.
- 2.7 Signs will only be permitted from the main bus route (or routes) directly adjacent to the development.
- 2.8 No sign will be permitted to bear the name or logo of the developer, only the name of the development will be permitted.
- 2.9 Sign sizes should be minimised wherever possible. The applicant must indicate the proposed sign sizes as part of their application.
- 2.10 No sign greater than 0.3 m² in area will be permitted on any street lighting column.
- 2.11 The minimum mounting height for any sign located above a footway will be 2.3m or 2.4m above a cycleway.
- 2.12 All signs must comply with the TSRGD in terms of general layout and with the Traffic Signs Manual in terms of design, materials used and placement on-street.

- 2.13 Where multiple developments are within the same area, the Council may not permit signs for each development at the surrounding junctions, as this could cause unnecessary clutter. Developers may wish to communicate with each other to have a common name, on the more remote signs that will be further out from the development, and then their development specific sign at the junction directly outside their development.
- 2.14 The applicant is responsible for ensuring the signs are installed, maintained and removed safely whilst complying with all relevant legislation.
- 2.15 The Council accepts no responsibility, or liability, for injury or damage caused by the signs, or the works to install or remove them. The applicant agrees to indemnify and keep indemnified the Council from any and all loss or damage incurred by the Council, or claims raised against the Council, in relation to such signs and works.
- 2.16 The applicant must ensure the rear of the signs contain the following information:
- 2.16.1 CEC Sign Reference Number
 - 2.16.2 Installation Date
 - 2.16.3 Removal Date.
- 2.17 The applicant is responsible for ensuring a permit is obtained prior to any work being undertaken on the public highway.

3 Applications

3.1 The following flowchart outlines the process for managing applications for the erection of housing development signs on Council assets.



4 Fees and Charges

- 4.1 The following fees and charges, which are subject to annual increase, apply for the approval of housing development signs on Council assets:
 - 4.1.1 The Use of Street Lighting Columns = £810 for 2024/25 per development per annum.
 - 4.1.2 Administrative charge for authorisation process = £105 per approved sign.
 - 4.1.3 Cost of removal = £210 per sign.
 - 4.1.4 Information on the up-to-date fees and charges can be found on the website at <https://www.edinburgh.gov.uk/roads-pavements/traffic-signs/3>.
 - 4.1.5 A link to the Council's online payment system will be provided on approval in principle of each application.

Appendix 1 – Relevant Standards & Guidance

Standards:

The Traffic Signs Regulations and General Directions 2016 (with subsequent amendments)

Guidance:

Traffic Signs Manual (Chapter 8) – Traffic Safety Measures and Signs for Road Works and Temporary Situations

The City of Edinburgh Council's Signing Policy

Appendix 2 – Housing Development Signs Application Form



Traffic Signs Team
New Housing Development Signs Application v1.6

| | |
|------------------------|------|
| For official use only. | |
| Ref No. | TSHD |

Please read the guidance [notes](#) below and the associated documents prior to completing this form.

| Part A Applicant Details | |
|-----------------------------|----------------------------------|
| Company Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| City | Click or tap here to enter text. |
| County | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Applicant Name | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone numbers | Click or tap here to enter text. |

| Part B Developer & Development Details | |
|---|----------------------------------|
| New Application or renewal | Select |
| Developer | Click or tap here to enter text. |
| Development Name | Click or tap here to enter text. |
| Development Address | Click or tap here to enter text. |
| City of Edinburgh Council Ward | Click or tap here to enter text. |
| Number of Bedrooms in development | Click or tap here to enter text. |
| Substructures (roads etc) Start Date | Click or tap to enter a date. |
| Anticipated Construction Completion Date | Click or tap to enter a date. |
| Proposed Sign Erection Date | Click or tap to enter a date. |
| Anticipated Sign Removal Date? | Click or tap to enter a date. |

| Part C Sign Details. | | | |
|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| Number of Signs | | Click or tap here to enter text. | |
| Use of Street Lighting Columns | | Select | |
| Sign No | Location | Street Name | Direction sign is to face |
| <i>e.g.</i> | <i>On LP EDN001 outside no 12</i> | <i>Edinburgh Road</i> | <i>North West</i> |
| 1. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Further information (if required) | | | |
| Click or tap here to enter text. | | | |

Guidance notes

Please read carefully before completing the application form.

- The applicant must read the City of Edinburgh Council’s “Arrangements for the Management of Housing Development Signs” prior to completing this form.
- By submitting this application form, applicants agree to comply with the City of Edinburgh Council’s “Arrangements for the Management of Housing Development Signs”.
- Applicants should complete all sections of this form. Failure to complete all fields may delay the application.
- This is a fillable form. To add more signs, click on the plus arrow to the right of the row.
- If you have any queries, please contact TrafficSignApplications@edinburgh.gov.uk.
- Applicants must provide:
 - Sign Schedule which includes column numbers and a detailed location description, e.g: outside number 23 etc. Failure to provide specific details may delay the application process.
 - Detailed location plan.
 - Sign Diagram drawings including dimensions in millimetres for all signs.
- Once completed, the application along with all supporting documents should be emailed to TrafficSignApplications@edinburgh.gov.uk.

Appendix 3 – Glossary of Terms

CEC The City of Edinburgh Council

TSRGD **The** Traffic Signs Regulations and General Directions 2016, as amended

Appendix 4 – Contacts

General Enquiries must be emailed to the Council's Traffic Signs Team on TrafficSigns@edinburgh.gov.uk

Applications for Housing Development Signs must be emailed to TrafficSignApplications@edinburgh.gov.uk