

SM012 State Highway Controls and Operations Manual

Part 9 - Consolidated Signs Sections

Index

1.0	Traffic Signs and Unofficial Signs	Page 2
(a)	1.1 Introduction	Page 2
(b)	1.2 Legal Requirements	Page 2
(c)	1.3 “Welcome To” Signs	Page 2
(d)	1.4 Information Centres	Page 2
(e)	1.5 Traffic Signs	Page 2
(f)	1.6 Street Names	Page 2
(g)	1.7 Unofficial Signs	Page 3
(h)	1.8 Fire Authority Signs	Page 3
(i)	1.9 Electioneering Signs	Page 3
(j)	1.10 Construction Site Signs	Page 3
(k)	1.11 Road Safety Billboards	Page 4
(l)	1.12 Adopt-a-Highway Signs	Page 4
(m)	1.13 Banners on State Highways	Page 4
(n)	1.14 Signage Proposals Affecting National Parks, Reserves and Conservation Areas	Page 4
(o)	1.15 Highway Stopping Places Strategy Signs	Page 4
2.0	Adopt-a-Highway Sign Detail	Page 5
3.0	Guidelines for Managing Electioneering Signs on State Highways	Page 6
(a)	3.1 On Rural State Highway Reserves [NZTA to Manage]	Page 6
(b)	3.2 On Property Adjoining Rural State Highways and On Urban State Highway Reserves and Adjoining Property [Local Authorities to Manage]	Page 6
(c)	Sample Letter	Page 8
4.0	Construction Site Sign Details	Page 10
○	Front Face	Page 10
○	Rear Face	Page 11

1.0 Traffic Signs and Unofficial Signs

1.1 Introduction

This section specifies the requirements for off-carriageway traffic aids.

1.2 Legal Requirements

All traffic control devices when installed must comply with the Land Transport Rule: Traffic Control Devices 2004 and its amendments (TCD Rule).

1.3 "Welcome To" Signs

System Managers and Alliance Manager (WTA) may authorise "Welcome To" signs when requested by either a Regional Council or TLA, or both. The signs must comply with the criteria for tourist signs as set out in the *NZTA Manual of Traffic Signs and Markings* (MOTSAM) or the *NZTA Traffic Control Devices Manual* (TCD Manual), whichever applies.

1.4 Information Centres

Where information centres are proposed by local interests a suitable rest area can be established and maintained as a State highway charge.

Information kiosks substantially in accordance with the standard NZ Tourism Council design can be approved by the System Manager and Alliance Manager (WTA). Other proposals require the approval of the Lead Advisor Safety.

Standard symbolic signs may be erected ahead of the information centre.

1.5 Traffic Signs

- A. The description and use of all traffic signs is contained in the TCD Rule and gazette notices.
- B. Graphics of traffic signs are shown in the NZTA TCD Manual.
- C. All traffic signs, delegations and procedures shall comply with the MOTSAM and/or the TCD Manual.
- D. Signs advising a speed restriction shall be placed within 20 metres of the gazetted positions.
- E. All permanent warning and information signs shall display a NZTA logo as illustrated in Part 1, section 31.0 of this Manual.

1.6 Street Names

The requirements for Street Name signs are generally as outlined in the MOTSAM and the TCD Manual.

It should be noted that the GRP Act does not include the naming of roads in the powers vested in the NZTA. These are covered in the Local Government Act 1974 section 319(1)(j) where the Act puts the responsibility for naming roads and displaying their names on the TLA. This is a clear direction of duty and powers and as a result the NZTA is not expected to meet the cost of such signs. No allowance shall be made in maintenance annual plans for the installation or maintenance

of such signs. The only exceptions to this may be made in relation to DOC land and will be covered by direct agreement with DOC in each case.

1.7 Unofficial Signs

Unofficial signs, defined as those not contained in the TCD Rule and its gazette notices, are permitted only in accordance with the NZTA (*Signs on State Highways*) Bylaw 2010.

Signs on adjoining properties adjacent to the highway reserve are generally discouraged, but if allowed should comply with the principles for billboard signs outlined or referenced in section 1.11 below.

KiwiRail must be consulted by System Managers and Alliance Manager (WTA) prior to any new billboard signs on or adjacent to railway land.

1.8 Fire Authority Signs

Fire authorities are required by regulation to ensure fire signs are displayed whenever a prohibited fire season is in force. In addition, fire authorities may approve the provision of fire warning signs by landowners. The erection of the authority signs is authorised by the Forest and Rural Fires Act 1977 and controlled by the Forest and Rural Fires Regulations 1979.

The erection of "LIGHT NO FIRES" signs, triangular signs (1 metre sides) proclaiming a prohibited fire season, as described in Regulation 37 of the Forest and Rural Fire Regulations 1979 and "FIRE HAZARD" signs (described as a "half grapefruit" signs with adjustable arrows) which advise the public of the current fire danger in terms of Section 19(a) of the Forest and Rural Fires Act 1977, are permitted on State highway reserves when a prohibited fire season is in force if:

- (a) The signs cannot be erected off the State highway reserve; or
- (b) Visibility would be inadequate if the signs were erected off the State highway reserve.

The NZTA has approved the use of two regulatory signs, a rectangular "FIRE BY PERMIT ONLY" sign and a triangular "TOTAL FIRE BAN" sign.

The location and erection of these signs on State highway reserve shall be subject to the System Manager and Alliance Manager (WTA)'s approval in all cases.

All other signs which promote fire safety are considered to be unofficial signs and shall be permitted only in accordance with the provisions of the NZTA (*Signs on State Highways*) Bylaw 2010.

1.9 Electioneering Signs

The policy on electioneering signage shall be enforced in a consistent way across all NZTA regions.

Section 3.0 below contains the policy guidelines for managing these signs and a sample letter that advises all political parties of NZTA's policy. The general form of that letter may be used as well for local authority elections.

Local authorities should be made aware of this policy.

1.10 Construction Site Signs

The erection of construction site signs is permissible on State highway construction projects and should be provided for all projects where the construction period exceeds one month. Construction site signs should remain for the duration of the maintenance period.

Section 4.0 below sets out the layout details of such signs.

1.11 Road Safety Billboards

Road safety billboards may be erected on State highway road reserve subject to the graphics being agreed by the Lead Advisor Safety and the location and timing being approved by the System Manager and/or Alliance Manager (WTA). It is expected that campaigns utilising road safety billboards will be either national campaigns or local-area campaigns involving NZTA's road safety partners.

Part 1, Section 28.0 of this Manual, contains the guideline for the installation, maintenance and removal of road safety billboards on State highways.

1.12 Adopt-a-Highway Signs

The erection of Adopt-a-Highway signs is permissible on State highways for the highway length where such a scheme has been approved. Adopt-a-Highway signs should be erected at each end of the approved highway length and be maintained for the full duration of the scheme being in existence.

Section 2.0 below sets out the details of such signs.

1.13 Banners on State Highways

System Managers and Alliance Manager (WTA) are authorised to approve the placing of banners over State Highways to advertise events of widespread local interest.

The requirements for approving banners are outlined in NZTA Bylaw 2003/13.

1.14 Signage Proposals Affecting National Parks, Reserves and Conservation Areas

Guidance for signage in these areas has been transferred to Part 2, section 6.9 of this Manual, to ensure that related matters are only found in one place.

1.15 Highway Stopping Places Strategy Signs

Guidance for signage for stopping places has been transferred to Part 10, sections 2.7.4 and 2.7.13 of this Manual, to ensure that related matters are only found in one place.

2.0 Adopt-a-Highway Sign Details



FRONT FACE

- NOTES:**
1. Sign to be erected at 90° to the centre line of road and be erected at a location where a vehicle may safely stop and park clear of the white edge line.
 2. The sign is to meet the general design requirements in the Traffic Control Devices Manual and the content is to be approved by the System Manager.

3.0 Guidelines for Managing Electioneering Signs on State Highways

This statement is a guideline for New Zealand Transport Agency (NZTA) regional staff/delegated local authority staff and their consultants.

The guideline objectives are to minimise the potential for road crashes arising from drivers being distracted by indiscriminate installation of electioneering signs and to ensure consistency of application of NZTA policy on such signs with minimal involvement by the NZTA.

Note that the provisions of the NZTA (*Signs on State Highways*) Bylaw 2010 apply to electioneering signs and therefore approvals of them must be handled in accordance with that bylaw.

3.1 On Rural State Highway Reserves [NZTA to Manage]

- (a) Signs should generally be located off state highway reserves. In exceptional circumstances only, signs may be erected within the State highway reserve with the written approval of System Manager.
- (b) For the exceptional circumstance to apply, the applicant must be able to demonstrate that all other options have been exhausted and that there is no other appropriate safe location for the sign. Such an exception may exist for example where the State highway reserve is much wider than usual, allowing safe location of the sign.
- (c) Signs must:
 - not be reflectorised or illuminated;
 - be located well clear of intersections, other signs and generally giving consideration to visibility and traffic safety;
 - not be on or adjacent to motorways;
 - not be erected in a manner that will create distraction or danger to road users; and
 - not imitate any official traffic signs.
- (d) For safety reasons, vehicle mounted signs situated on State highway reserves are to be discouraged.
- (e) To minimise staff involvement, the NZTA shall:
 - act quickly on inquiries from political parties and the public;
 - instruct network consultants to inspect all State highway's for compliance every seven to ten days;
 - phone/fax the parties/candidates where there is non-compliance, requesting action/removal within 48 hours; and
 - instruct consultants to remove the signs if there is no action during the 48 hours.
- (f) Where any sign is erected without NZTA approval in an obviously unsafe location it must be removed immediately and stored undamaged. The party must then be advised of the storage location for retrieval at a fee of \$50 to cover NZTA costs.

3.2 On Property Adjoining Rural State Highways and On Urban State Highway Reserves and Adjoining Property [Local Authorities to Manage]

(Where urban areas relate to State highway's with speed limits of 70 km/h or less)

- The NZTA shall refer all applicants/parties to the appropriate local authority.
- Although it is expected that local authorities will administer their own controls in terms of district plans, the NZTA should make known its views that any signs should meet the NZTA policy requirements set out in sections 1.7 and 1.9 above.
- Beyond appropriate liaison with local authorities to convey the above policy, the NZTA shall have no other involvement with signs in these areas.

Sample Letter

[May be modified for Local Authority Elections]

Please quote our ref: SI1-0001

MKL:RS131

2 October 1998

Dear Sir/Madam

Electioneering Signs Adjacent to State Highways

The New Zealand Transport Agency (NZTA), as road controlling authority for State highways throughout New Zealand, seeks the co-operation of your party in controlling the location of electioneering signs adjacent to those highways.

The NZTA Board continues to be concerned with the potential for driver distraction arising from signs particularly those adjacent to intersections and along higher speed arterial routes carrying high traffic volumes. From New Zealand and overseas experience, it is clear that there is a direct correlation between indiscriminate signing and increased accident rates on roads, and the NZTA is keen to ensure that electioneering signing for the forthcoming elections does not contribute in any way to reversing the current trend which sees the road toll decreasing on New Zealand roads.

With this in mind there are some fundamental considerations we would ask you to make when erecting electioneering signs adjacent to state highways. These are:

In **rural** areas the signs should be located off the highway reserve. You will, of course, need to consult with property owners and the appropriate local authority to gain any necessary consents. In exceptional situations only, the NZTA may permit erection of signs within the road reserve but this must not be done without the written approval of the NZTA.

In **urban** areas (where speed limits are 70 km/h or less) you should seek the local authority's approval for erection within or adjoining the road reserve.

Signs must not be reflectorised, illuminated or erected in such a location that will create an obvious conflict with existing road signs. Signs must not imitate or be of a form similar to any traffic signs. (This is a legal requirement in terms of the Land Transport Act 2003.)

The location of signs must give consideration to visibility and other traffic safety aspects.

Signs will not be permitted on or adjacent to motorways.

Signs erected on rural State highways in a location or manner likely to cause distraction or danger to road users may be removed by the NZTA or its agents without prior notice. Where a sign is removed by the NZTA the party will then be advised of the action taken and that the sign may be redeemed for a fee of \$50 to cover NZTA costs.

For the above noted safety reasons, vehicle mounted signs situated on State highways are also discouraged by the NZTA.

I would appreciate if you would please advise your individual candidates in terms of the above.

Where your organisers have any uncertainties with these requirements I suggest they make contact with the NZTA's local offices. For your convenience I enclose a list of my Managers, System Management, their addresses and phone numbers.

A copy of this letter has gone to all political parties registered at this time.

Yours sincerely

Group General Manager, Transport Services [or System Manager for local authority elections]

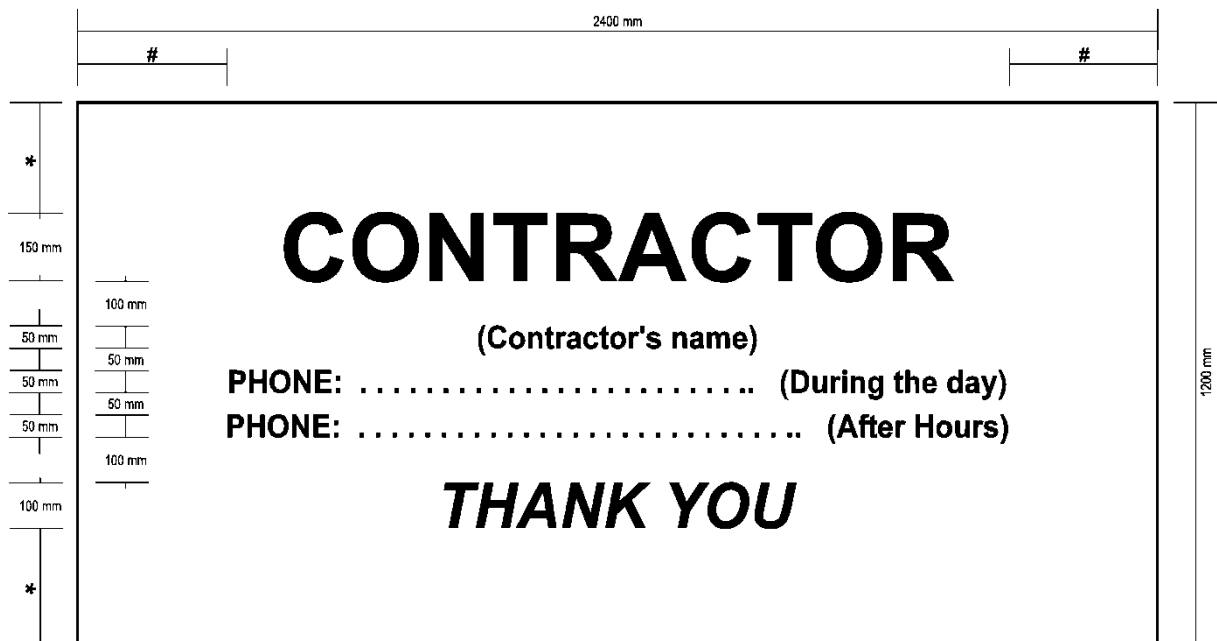
Encl

4.0 Construction Site Sign Details



FRONT FACE

- NOTES:**
1. Sign to be erected at 90° to the centre line of road and be erected at a location where a vehicle may safely stop and park clear of the white edge line.
 2. On multi-lane State highways and motorways, the rear face information shall be deleted and front face legend increased in size, as directed by the System Manager, Maintenance and Operations.



COLOURS: Background: *white*
Words: *black*

MESSAGE: *visually centre on sign*

LETTERING: CONTRACTOR: *150 mm Helvetica Bold*
Phone Numbers: *50 mm Helvetica Bold*
THANK YOU: *100 mm Helvetica Bold*

REAR FACE

- NOTES:**
1. Contractor's name shall not include a logo
 2. Rear face details may be placed between support posts