

Applying for brown tourist information signs on motorways and trunk roads

Below you'll find an outline summary of how the process works and an estimate of how long it might take.

Note: To ensure continuity of route guidance, you may need signs on both the Highways Agency and Local Highways Authority network. If all your signs will be sited away from the Highways Agency's network then you'll need to follow the Local Highway Authority's own application process rather than this one.

You

Formally apply by completing section A of Annex C of TD52/04 (it's included on pages 2 to 5 of this PDF for ease of access). When you're done, send it to the Local Highways Authority that covers the area (in which the tourist destination is situated). They're the first port of call for signs on both their roads and the Highways Agency's strategic road network (SRN).

Local Highways Authority (LHA)

The LHA will consider your eligibility against the criteria for their roads. If you're not eligible they'll let you know why and the application will be closed.

If you are eligible they'll pass your information onto the Highways Agency and they will initiate their own process for any signage that will need to be erected alongside their roads as part of the solution.

Highways Agency (HA)

The HA will consider your eligibility against the criteria ([see TD52/04](#)) for a sign on the SRN. If you're not eligible they'll let you know why and the application will be closed.

If you are eligible for a tourist sign on the SRN the HA will write to you outlining the appropriate type of sign/s along with a preliminary cost estimate and you will be asked by the HA for a monetary deposit.

3 weeks

You

Pay the deposit for your sign/s. How to pay will be detailed within your letter.

Highways Agency (HA)

Once the HA has received your deposit it will start the detailed design for your sign(s). Detailed design includes studies looking at the environment around your sign. The results of the studies could mean that the initial estimate is revised.

On completion of detailed design you will receive a letter from the HA setting down the estimated cost of the signs to be erected on the SRN and you will be asked whether you would like to proceed.

8 weeks

You

If you decide to proceed a contract will be set up (called a Section 278). The contract is a legally enforceable agreement between you and the HA.

You and Highways Agency (HA)

When the contract has been signed by both parties you will be invoiced for the outstanding estimated cost of your sign. Once payment is received the HA will start work.

When the installation of your sign(s) is complete a final, detailed breakdown of the costs will be sent to you along with an invoice for any costs incurred over and above the detailed estimate. If the final cost of the installation is below the detailed estimate cost already paid by you the HA will reimburse the difference.

12 weeks

Please remember that this is a summary of the steps needed to secure tourist signs on the SRN. The full, detailed process can be found in TD52.

Application for Signing a Tourist Destination from the All-Purpose and Motorway Trunk Road Network

The purpose of this form is to provide the information necessary for the Highways Agency (HA) to consider whether proposals for white on brown signs on the all-purpose and motorway trunk road network meet the HA's requirements for signing generally and would be appropriate at the proposed location(s). Section A is to be completed by the applicant (or the applicant's agent) and the form sent to the Home Traffic Authority (HTA) for completion of Section B. The form is then to be forwarded as soon as possible to the HA for completion of Sections C and D.

Section A: Tourist Destination Information (submitted by the Applicant)

A1	Tourist destination:	Name:		
		Address:		
		Post Code:		
		Telephone No (for public enquiries):		
A2	Type of tourist destination.			
A3	Visitor numbers per annum and data source.			
A4	Please provide details of parking facilities on site or close by (within 250m).	No. of spaces for:	On site	Within 250m
		Cars		
		Coaches		
		Disabled		
A5	If it is a tourist attraction, does it meet the requirements of paragraph 3.7 of the Trunk Roads Guidance? If not, please provide details separately.	Yes/No/ NA*		
A6	If it is a tourist attraction, is it accredited by the Quality Assurance scheme run by the English Tourism Council? If yes, please provide a copy of accreditation documentation.	Yes/No/ NA*		
A7	Please give details of opening hours including seasonal variations.			
A8	What are the reasons for the proposed signs?			
A9	Please provide plans showing the location of the tourist destination (including access to and egress from the public highway) and details of existing and proposed signing on the trunk and local road networks: <ul style="list-style-type: none"> key plan (e.g. 1:5000 scale) location plans (e.g. 1:1250 scale) sign face detail drawings or photographs 			
A10	On a separate sheet of paper, please provide any other relevant information which may support your application for tourist signs. Please also provide examples of publicity material.			
A11	Please provide contact details of: applicant/agent of applicant*. *delete as appropriate	Name:		
		Company:		
		Address:		
		Telephone no:	Fax no:	
		E-mail:		
Signature:				

Please send the completed form and supporting information to the Home Traffic Authority in whose area the tourist destination is situated. (This should be sent together with the relevant Home Traffic Authority information required for applications on local roads).

Section B: Evaluation by the Home Traffic Authority (HTA)		
B1	Name of tourist destination.	
B2	Route number or name on which tourist destination is located and OS Grid Ref.	Route No: OS Grid Ref:
B3	Have the data in Section A been verified?	
B4	Have all the details requested in A9 been provided and are they adequate? If not, return the application form to the applicant.	
B5	Is the route proposed for signing the most suitable route between the tourist destination and the trunk road? If not, please give reasons.	
B6	Do the access to and egress from the public highway comply with current standards?	
B7	Is the destination currently signed from any other HA junction as a tourist destination or as a local destination using standard direction signs? If Yes, please give details.	
B8	Are there any other tourist destinations nearby which are likely to request similar signing from the same junction or nearby? If Yes, please give details.	
B9	Are there any existing signs which may need to be altered, as part of these proposals. If Yes, please provide details.	
B10	What is the traffic management and/or safety case for the proposed signs on the trunk road?	
B11	Does this application comply with the policy statements of the HTA? If not, please append details.	Yes/No
B12	Does this application comply with the policy statements of the regional and local tourist organisations? If not, please append details.	Yes/No
B13	Does this application comply with the policy statements in the Trunk Roads Guidance document? If not, please append details.	Yes/No
B14	Will the local traffic authority be providing continuity signing from the Trunk Road network to the tourist destination? If not, please append reasons.	Yes/No
B15	Have you attached the relevant supporting information including the key plan, location plans and sign face drawings?	Yes/No
B16	On a separate sheet of paper, please give any other relevant information which will assist the Highways Agency in the consideration of this application.	
B17	Please provide details of the relevant contact person at the HTA.	Name: Authority: Address: Telephone no: E-mail: Signature:

Please send the completed form and all supporting information to: (HA Route Manager Name and Address)

Section C: Evaluation by the Highways Agency Please give reasons for your answer to each of the questions in the checklist below. Make a separate report if there is insufficient space.		
C1	Name of tourist destination	
C2	Is the core information in Sections A and B complete? If additional information is needed please give details.	Yes/No
C3	Does the required supporting information accompany this form?	Yes/No
C4	Has the appropriate HTA agreed to continuity signing from the trunk road network to the destination which is consistent with the signs proposed for the trunk road network? If not, please give details.	Yes/No
C5	Do you agree with the HTA's view on the traffic management/safety need for the proposed sign(s)? If not please give details.	Yes/No
C6	Does this proposal reduce the effectiveness of the existing traffic signs? If Yes, please give details.	Yes/No
C7	Could the proposed signs compromise road safety (e.g. does the junction already have a poor accident record)? Will the proposed signs encourage undesirable right turns or other inappropriate vehicle manoeuvres? If so, please give details.	Yes/No

Section D: Decision by the Highways Agency	
D1	Name of tourist destination
D2	This application is: Accepted/Rejected. Please state reasons:
Signature:	
Date:	
Name:	
Position:	
Area Team:	
Address:	
Telephone:	
Fax:	
E-mail:	

The HA will inform the HTA of its decision by returning a copy of this form when all sections have been completed and it has received the necessary supporting information.

Any approval is valid for a period of 6 months from the date entered in Section D above and will lapse if the relevant signing agreement(s) have not been returned for the HA's signature within this time.