

Surrey Highways - Application for temporary traffic signs to special events

Question	Answer
Applicants Name	
Applicants address (to include postcode)	
Applicants contact number	
Applicants email address	
Organising company (if different from above)	
Nature of event	
Date(s) of event	
Venue for the event	
What is the predicted attendance per day?	
What is the predicted HGV attendance?	
What is the predicted number of vehicles per day?	
Is there on site car parking provision?	
Is there on site HGV provision?	
Is there on street car parking provision?	
Where has the event been advertised? Please give all publication names and areas covered.	
Has the event been held before? (delete as appropriate)	Yes / No
If yes, at which venue was it held?	
If yes, state the name and address of the Local Highway Authority	
If yes, state the name and address of the local Police	
Is the venue regularly used for similar events?	
Date the venue was last used	
Are there other events being held at the venue at the same time?	
Where is the access to the venue? Please state road name and number	
Is this the regular access point?	

Please provide the following information with your application:

1. The wording for each sign
2. Details of how each sign will be displayed, for example on posts, long leg frame etc
3. A map showing locations of where all the signs will be displayed

Declaration

I have read and comply with the conditions overleaf:

Name (please print):

Signed:

Date:

Please send application forms and the supporting documentation by email to highways@surreycc.gov.uk or by post to Surrey County Council, Highways, Hazel House, Merrow Depot, Merrow Lane, Guildford GU4 7BQ

Other conditions

Temporary signs will be permitted in agreed locations 48 hours before the start of the event and must be removed within 48 hours after it has ended. If the event lasts longer than two weeks, we will consider the requests if there are exceptional circumstances.

Where a venue is being used for more than one event at the same time, approach signing shall identify the venue only. If separate access points are used, these can be signed.

The number of signs should be kept to a minimum, while allowing drivers unfamiliar with the area to find the event.

For certain events it may be best to sign a route for traffic leaving a venue so conflicting movements or congestion can be avoided.

Organisers are encouraged to use the services provided by the motoring organisations or approved contractors wherever possible.

Responsible organisers may be given approval to install their own temporary signing but they must show evidence of public liability insurance for £10 million.

Signs installed without authority, or in contravention of conditions imposed as part of any application approval, will be removed. Please see our webpage about [reclaiming removed property from the highway](#).

Criteria for sign design and location

If the Highway Department agree to temporary signs, they must meet our specification as follows:

- The sign must have black text on a yellow background
- Signs should use standard wording where possible. The list shown below is not exhaustive but gives an indication for suitable wording
- The size of sign is dictated by the size of the lettering required to enable the wording to be read from vehicles travelling at the speed limit. The table below provides recommended 'x-heights' with siting and visibility distances. In exceptional circumstances the County Council may request a different size
- The signs must be located in accordance with the principles set out in the current Department for Transport (DfT) Traffic Signs Manual, securely attached to suitable posts or existing sign posts, or on appropriately secured "A" frames
- A separate licence is needed to attach any items to Street lighting columns. Please see our webpage on [Attaching items to street lights](#) for further information on how to apply
- The use of traffic signals and illuminated bollards is forbidden
- Temporary signs must not obscure any part of other signs fixed to the same post
- Any fixings must attach the sign securely to its support and must not damage the protective coating on the post or lighting column when appropriate. Any damage that does occur must be repaired at the organiser's expense
- Signs must never be attached to posts that already support any of the following signs: Give Way, Stop, No Entry, Speed Restriction
- Other posts which support regulatory signs should be avoided where there is a risk of confusing or distracting the driver
- The outer edge of the sign should be set back at least 450mm from the carriageway edge, and at least 600mm where there is a cross fall

- On high-speed dual carriageway roads the clearance should be at least 1200mm • Where signs are mounted above or project over the footway or areas readily accessible to pedestrians, the lower edge of the sign should not be less than 2.15m from the ground (2.4m on a cycleway)
- Special care must be taken not to obstruct sight lines for vehicles emerging from a side road or private entrances
- The safety of horse riders using the verge must also be considered

Letter sizes and siting distances

Approach speed	Example of typical road	X-Height (millimetres)	Minimum clear visibility distance of sign (metres)	Distance of sign from junction (metres)
Up to 20mph	Very narrow	50	15	-
20 – 30 mph	Urban and rural roads of local characters	75 (50)*	45	45
30 – 40 mph	Urban and rural single two lane roads	100	60	60
40 – 50 mph	High standard rural single carriageway roads	150	75	60-150
50 – 60 mph	Dual carriageway and wide single carriageway roads	200	105	125-225
60 to 70 mph	High speed all-purpose dual carriageway roads	200	135	225-325

*Where alternative x-heights are shown in brackets, these may be used where site space is limited or there are special amenity considerations.

Standard wording (examples)

AGRICULTURAL SHOW
 COUNTRY SHOW
 CAR SHOW
 AIR SHOW
 STEAM RALLY
 CONFERENCE
 COUNTY CRICKET/FOOTBALL MATCH
 CHARITY CRICKET/FOOTBALL MATCH
 ATHLETICS COMPETITION