

## MOTORIST SERVICE SIGNS

Motorist service signs are to be used within the generally vicinity of the facility, usually at the point of access to the nearest state highway or main road.

Motorist service signs are not usually used on motorways and expressways, except at service centres that have direct access from the motorway or expressway.

Facilities located adjacent to a state highway or main road are not normally signed with motorist service signs because advertising signs within the facility property line should be visible to passing road users.

Facilities located within 2km along a side road in urban areas, and 5km in rural areas, may be signed. Lodges, caravan parks or camping grounds located up to 50km along a side road in rural areas may be signed. If the route to the facility requires road users to travel through several intersections then signs at these intersections may also be required.

Word descriptors can be used with accommodation service symbols to indicate the type of accommodation facility such as lodge(s), hotel(s), motels(s), cabin(s), guest house, hostel, backpacker, bed and breakfast (B&B) and farm host.

Further information about motorist service signs and the full criteria can be found in the NZ Transport Agency *Traffic Control Devices Manual* Part 2: Direction, Service and General Guide Signs, Section 5.0: Service Signs

[www.nzta.govt.nz/resources/traffic-control-devices-manual](http://www.nzta.govt.nz/resources/traffic-control-devices-manual)

## COMPLETED APPLICATION FORM

Please send your completed application form to your nearest NZ Transport Agency office listed below or email to [info@nzta.govt.nz](mailto:info@nzta.govt.nz)

### WHANGAREI

Level 1, Walton Plaza  
4 Albert Street  
Whangarei 0140  
P: 64 9 430 4355

### AUCKLAND

Level 11, HSBC House  
1 Queen Street  
Private Bag 106602  
Auckland 1143  
P: 64 9 969 9800

### HAMILTON

Level 1, Deloitte  
Building  
24 ANZAC Parade  
PO Box 973  
Waikato Mail Centre  
Hamilton 3240  
P: 64 7 958 7220

### TAURANGA

Level 3, Harrington  
House  
32 Harrington Street  
PO Box 13 055  
Tauranga 3110  
P: 64 7 927 6009

### NAPIER

Level 2, Dunvegan  
House  
215 Hastings Street  
PO Box 740  
Napier 4140  
P: 64 6 974 5520

### PALMERSTON NORTH

Level 3,  
43 Ashley Street  
Private Bag 11777  
Palmerston North  
4440  
P: 64 6 953 6396

### WELLINGTON

Level 5,  
Majestic Centre,  
100 Willis Street  
PO Box 5084  
Lambton Quay  
Wellington 6145  
P: 64 4 894 5200

### BLenheim

Marlborough Roads  
Level 1,  
The Forum  
Unit 2.4,  
Market Street  
PO Box 1031  
Blenheim 7240  
P: 64 3 520 8330  
*Please note: we do not  
provide licensing at  
this office*

### CHRISTCHURCH

Level 1, BNZ Centre,  
120 Hereford Street  
PO Box 1479  
Christchurch 8140  
P: 64 3 964 2800

### DUNEDIN

Level 2, AA Centre  
450 Moray Place  
PO Box 5245  
Moray Place  
Dunedin 9058  
P: 64 3 951 3009

## TRANSPORT AGENCY NATIONAL OFFICE

For general enquiries and contact information for the NZ Transport Agency, please check our website [www.nzta.govt.nz](http://www.nzta.govt.nz) or email us at [info@nzta.govt.nz](mailto:info@nzta.govt.nz)

### NATIONAL OFFICE

Victoria Arcade  
50 Victoria Street  
Private Bag 6995  
Wellington 6141  
New Zealand  
Phone: +64 4 894 5400



# INFORMATION AND APPLICATION FORM FOR MOTORIST SERVICE SIGNS ON STATE HIGHWAYS

This brochure should be read in conjunction with the NZ Transport Agency *Traffic Control Devices Manual* Part 2: Direction, Service and General Guide Signs, Section 5.0: Service Signs

# MOTORIST SERVICE SIGNS APPLICATION FORM

NAME OF APPLICANT

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ADDRESS OF APPLICANT

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WORK PHONE

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EMAIL

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NAME OF FACILITY

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ADDRESS OF FACILITY

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WEBSITE

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**In order to qualify for motorist service signs, the facility should meet these criteria:**

*Tick if applicable*

- 1 Have all relevant government and council licences and approvals to operate?
- 2 Open to the public without prior booking during the facility's normal opening hours?
- 3 Provide adequate all-weather off-street parking, including dedicated spaces for disabled visitors, also for coaches and other large vehicles if such vehicles are ever expected?

4 Have an entrance to the above parking which is in a safe location and designed to appropriate standards for the amount of traffic using it and the traffic volume along the road?

5 Is appropriately signed within the property line, including clear indication about parking, so that it is easily identifiable to passing road users?

6 Does not, and cannot, have advertising signing visible from the state highway?

## Type of facility

- 24-hour emergency medical services
- Accommodation
- Airport
- Camping ground
- Caravan park
- Electric vehicle charging station
- Fuel
- Fuel and repairs
- Information service
- Meals
- Refreshments
- Toilets
- Waste disposal point

## Please include the following with your application

- Government and council licences
- Photographs and/or maps of existing and proposed signs
- Any promotional material

## General conditions

- An approval is valid for five years.
- Signs will be installed at NZ Transport Agency approved location(s) and will comply with the NZ Transport Agency *Traffic Control Devices Manual* Part 2: Direction, Service and General Guide Signs, Section 5.0: Service Signs.
- The applicant will pay all costs of manufacture, installation and replacement of the signs.
- If there are any existing signs in the location then the applicant may be required to fund the cost of aggregating the existing signs.
- The applicant shall not alter the approved sign(s).
- The signs may be removed by the NZ Transport Agency if the facility ceases to operate, or is closed for more than eight weeks.
- If the section of road where the sign is located is bypassed or upgraded to either motorway or expressway then the NZ Transport Agency reserves the right to remove the sign(s) at this time.

## I agree to the general conditions listed above

SIGNATURE OF APPLICANT

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DATE

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