

SM012 State Highway Control Manual

Part 16 - Consolidated Signs Sections

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Traffic Signs and Unofficial Signs

Introduction	This section specifies the requirements for off-carriageway traffic aids.
Legal requirements	All traffic control devices when installed must comply with the <i>Land Transport Rule: Traffic Control Devices 2004</i> and its amendments.
"Welcome To" signs	System Managers and Alliance Manager (WTA) may authorise "Welcome To" signs when requested by Regional Councils or TLAs. The signs must comply with the criteria for tourist signs as set out in the MOTSAM or the TCDM.
Information centres	<p>Where information centres are proposed by local interests a suitable rest area can be established and maintained as a State highway charge.</p> <p>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.</p> <p>Standard signs may be erected ahead of the information centre.</p>
Traffic signs	<ol style="list-style-type: none">A. The description and use of all traffic signs is contained in the Land Transport Rule: Traffic Control Devices 2004 with its amendments and gazette notices.B. Graphics of traffic signs are shown in the <i>NZTA Traffic Control Devices Manual</i>.C. All traffic signs, delegations and procedures shall comply with the <i>NZTA Manual of Traffic Signs and Markings</i> and/or the <i>NZTA Traffic Control Devices Manual</i>.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 2 page 11.
Street names	<p>The requirements for Street Name signs are generally as outlined in the MOTSAM and the TCDM.</p> <p>It should be noted that the Government Roading Powers 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 Territorial Local Authority. 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 in relation to Department of Conservation land and will be covered by direct agreement with DOC in each case.</p>

Unofficial signs

Unofficial signs (those not contained in the *Land Transport Rule: Traffic Control Devices 2004* with its amendments and gazette notices) are permitted only in accordance with the *NZ Transport Agency (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 on pages 6 to 8 below.

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

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 of the signs were erected off the State highway reserve.

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 *NZ Transport Agency (Signs on State Highways) Bylaw 2010*.

Electioneering signs

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

Pages 9 to 12 below contain the policy guideline 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.

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.

Pages 13 and 14 below set out the details of such signs.

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 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.

Pages 6 to 8 below contain the guideline for the installation, maintenance and removal of road safety billboards on State highways.

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.

Page 5 below sets out the details of such signs.

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.

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.

Guidelines for the Installation, Maintenance and Removal of Road Safety Billboards on State highways

In this Section	<p>This section contains the guideline for the installation, maintenance and removal of road safety billboards on State highways.</p>
Background	<p>This document serves as a guideline for New Zealand Transport Agency (NZTA) regional offices responding to requests and managing billboards on State highways.</p> <p>It must be read in conjunction with the <i>NZ Transport Agency (Signs on State Highways) Bylaw 2010</i> published NZ Gazette 15 July 2010, No 83, page 2284.</p> <p>It applies to all requests to install or re-install road safety billboards for both short and long term applications.</p> <p>This guideline does not apply to road safety messages conveyed by any Variable Message Sign. Refer to National Operating Policy for NZTA Variable Message Signs – 1 July 2010.</p>
Role of Billboards	<p>Billboards can be an effective component of road safety campaigns.</p> <p>They must contain only an easily understood message of text, and optionally graphics, specifically aimed at promoting a road safety message to road users.</p>
Criteria	<p>The following criteria shall be met in order to install billboards within the State highway road reserve:</p> <ul style="list-style-type: none">• Applicants, both internal and external, must submit written proposals to NZTA Transport Services (TS) safety staff for any billboard initiative;• Billboard themes shall relate to recognised road safety issues relevant to the specific section of State highway on which they are installed, either as part of a nation-wide campaign or as part of a locally managed initiative;• Billboards may generally only be installed on rural State highways where the speed limit is greater than 70 kilometres an hour and located not closer than 5 metres from the edge of the carriageway;• Billboards will not be permitted on motorways or expressways, however, in some instances they may be approved on motorway ramps. Billboards on motorway ramps shall not be easily visible to drivers using the main motorway through-lanes;• while many sites may be identified as suitable for the installation of road safety billboards, and may be used from time to time, nominally only 6 sites within any one territorial local authority area may be utilised at any one time. Where a TLA area is very large, as a general guideline approval may be granted for up to 6 billboard sites for every 100 kilometres of State highway. All sites must be approved by the Lead Advisor Safety;• billboards shall be erected on straight sections of State highway where the sight distance on the approach to the sign shall preferably be at least 250 metres, but not less than 200 metres. The signs shall be located on the left hand side of the highway, facing oncoming traffic. All location criteria shall be in accordance with the <i>Traffic Control Devices Manual</i>;• billboards shall be located preferably 500 metres and definitely no closer than 200 metres from any official traffic sign, other sign or billboard (either

on road reserve or on private property) or an intersection.

- competent, professional personnel shall install billboards in the State highway road reserve. Temporary traffic control shall be in accordance with the *Code of Practice for Temporary Traffic Management (COPTTM)*;
- all billboards shall be mounted on two white frangible poles in accordance with the relevant parts of P24 Specification for Design, Manufacture, Installation and Maintenance of Permanent Traffic Signs which now incorporates the Road Safety Manufacturers Association (RSMA) “Compliance Standard for Traffic Signs” as a single, suitable guide of good practice. Diagonal bracing of the support poles is not permitted;
- all billboards shall comply with
 - the NZ Transport Agency (Signs on State Highways) Bylaw 2010,
 - relevant sections of the Land Transport Rule: Traffic Control Devices 2004 (TCD Rule),
 - the Traffic Control Devices Manual Part 3: Advertising Signs, and
 - any relevant TLA requirements.

Sign Design

The following design criteria will be applied to all applications for billboards:

- billboards shall not conflict with the colour or style, nor risk being confused with, official traffic signs as described in the TCD Rule or with traffic or railway signals;
- they shall generally have panel dimensions of approximately 2.4 metres (m) wide by 1.2 m high (the long axis can be either horizontal or vertical), but shall not exceed 6 m in width or 3m in height;
- to be effective, billboards must have messages that are relevant, concise and easy to read. Generally, a maximum of 6 words or symbols, with a maximum of 40 characters shall be permitted;
- the minimum letter height shall be in accordance with the following table:

Minimum Capital Letter Heights		
Operating Speed (km/h)	Lettering Height (mm)	
	Main Message	Main Message
60	150	75
70	175	90
80	200	100
95	250	125
115	300	150

- commercial advertising or sponsorship logos are not permitted, however, the logo of the campaign promoter (i.e. Government Department, local authority or road safety organisation) may be approved for inclusion on the sign face;
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- all billboards shall display the name and telephone number of the managing organisation on the back face of the sign panel. The maximum size of the names shall be 200 mm wide by 150 mm high;
 - reflective sign sheeting material, internal or external illumination, or flashing lights are not permitted on billboards;
 - billboards shall not display dynamic or changing message sets or moving elements.
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Campaign Duration

There are two types of billboards – temporary (short term) and permanent. The maximum duration of a short-term billboard campaign should be between two and three months. For billboards to obtain maximum impact, sites should not be used for at least two months between campaigns (to avoid overuse of the site or overexposure). When considering applications, the NZTA will take into account the timing and location of potentially competing nation-wide or regional campaigns.

Maintenance

The organisation that initiates the erection of a billboard is responsible for arranging the installation and maintenance of the billboard, in liaison with the relevant NZTA Office.

Any billboard that is damaged or vandalised must be repaired or removed within 48 hours of the damage occurring.

Billboard Removal

Apart from permanent billboard installations, those billboards installed for a specific road safety campaign shall be removed promptly at the end of the agreed campaign period.

Evaluation

Within three months after the conclusion of a campaign, an evaluation report shall be forwarded to the relevant NZTA regional safety staff.

Management

Each NZTA regional office shall maintain a formal database relating to billboards on State highways.

Electioneering Signage Guideline

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 *New Zealand Transport Agency (Signs on State Highways) Bylaw 2010* apply to electioneering signs and therefore approvals of them must be handled in accordance with that bylaw.

1. On Rural State Highway Reserves [NZTA to Manage]

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 For safety reasons, vehicle mounted signs situated on State highway reserves are to be discouraged.
- 1.5 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 7 to 10 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 after 48 hours.
- 1.6 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.

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)

- 2.1** The NZTA shall refer all applicants/parties to the appropriate local authority.
- 2.2** 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 paragraphs 1.3 and 1.4 above.
- 2.3** 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

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

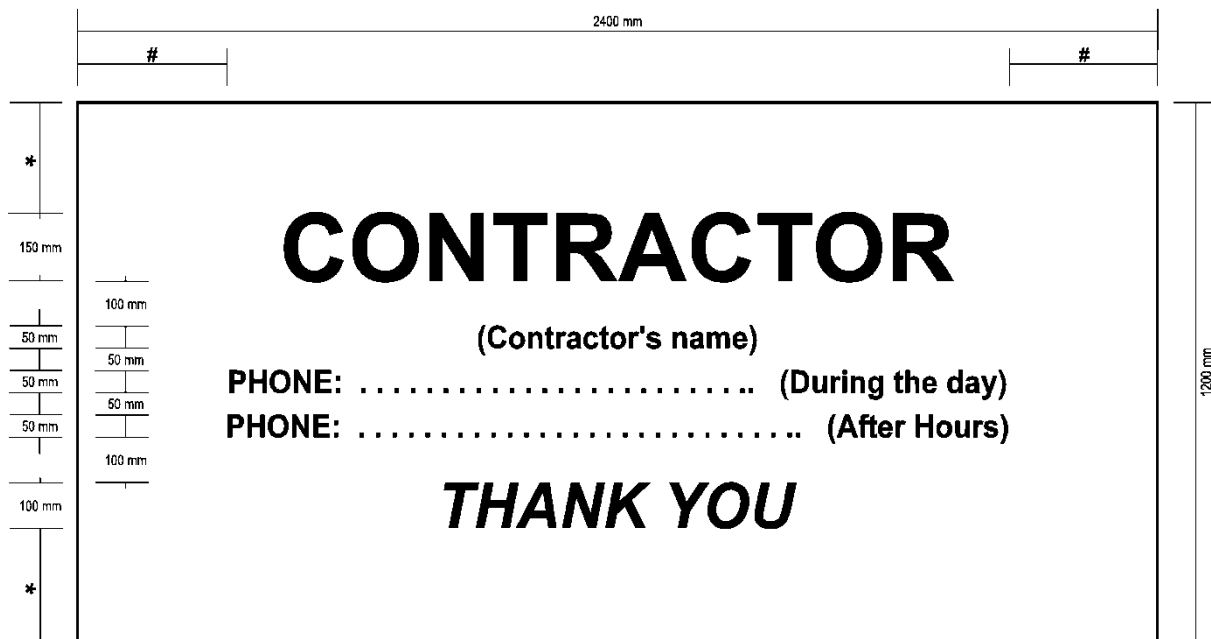
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Construction Site Sign Details



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 Manager System Management.



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

Signage Proposals Affecting National Parks, Reserves and Conservation Areas

Signage

All signs should be placed to meet safety requirements for road users on the State highway and should not obstruct scenic views. The design, placement and appearance of official signs within the State highway reserve are subject to standards and rules. The NZTA is obligated to provide official signs under the *Land Transport Rule: Traffic Control Devices* and by virtue of its role under the Land Transport Management Act 2003.

The NZTA *Manual of Traffic Signs And Markings (MOTSAM)*, the Traffic Control Devices Manual, the *Variable Message Signs Guideline* and the *State Highway Control Manual Part 16*, all provide guidance on design, size and location of official signs, whilst third party signs, including advertising signs are controlled by the *New Zealand Transport Agency (Signs on State Highways) Bylaw 2010*, with additional policy and guidance found in the Planning Policy Manual. The DOC Outdoor Sign Manual provides guidance on appropriate signage on public conservation land.

Consultation between DOC and NZTA should occur where the following is proposed:

- DOC signage is to be placed on public conservation land near to a State highway;
- NZTA signage on State highway land, other than for road safety (such as general information signs), to be placed adjacent to public conservation land;
- Non-NZTA signage (e.g. fish and game signs) placed on State highway land, and which requires approval by the NZTA; or
- Third party information or advertising signage, to be placed on public conservation land visible from a State highway.

The purpose of this consultation is to avoid conflict between public conservation land values, State highway user safety and visual quality.

Highway Stopping Places Strategy Signs

Highway Signs

Advance signposting (preferably 5km for major rest areas, but certainly 2km, 1km and 500metres on approaches) should be provided to enable drivers with adequate time to decide to use a particular area, or alternative offer information relating to upcoming stopping places or service centres. As a general rule, the provision of 'distance to next service' information should be provided in kilometre units only.

Signs for stopping places are to conform with the 'Manual of Traffic Signs and Markings', Section 8 - Motorist Service Signs and Section 9 - Tourist Signs or its successor. While it is expected that most stopping places will have Motorist Service Signs, Tourist Signs will be required in some situations.

Information Boards/ Panels

Information boards may be erected in rest areas to support tourism in the local area. Information regarding the distance to the next town, toilet or rest area can be provided along with any tourist information for light vehicle drivers. If an information board is to be provided, this should be done in consultation with local council as a possible joint venture.

- **Location:** Information boards/panels should be located along major pedestrian paths at stopping places. Paving should be provided in front of the board/panel for pedestrian circulation.
- **Design:** Information display boards/panels may be freestanding or be part of other structures, such as shelters or kiosk. The materials, colour, and design should be related to other structures in the stopping place and to the landscape context.
- **Tourist Information:** Display material for information boards should be supplied by local tourist information centres. The display should indicate that the rest area is supplied by NZTA.

Note: Because the information is intended to be read by stationary pedestrians the maximum letter height on the panels is 50mm.

Traffic Control Device Trials

Definition	Traffic control devices are all signs, signals, markings, and devices placed on, over, or adjacent to a road to regulate, warn, or guide traffic.
Purpose	This section describes the approval process for the trial of non-standard traffic control devices. See also Traffic Note 10.
Application	Unless otherwise authorised according to the procedures in the three clauses below, all traffic control devices must comply with the relevant standards, criteria, and guidelines listed in on-line <i>NZTA Register of Network Standards and Guidelines</i> .
Procedure for initiating a trial	<p>All requests for traffic control device trials on State highways must be sent to the Lead Advisor Safety. Requests for trials must be submitted by a System Manager or with his/her approval. The request must include:</p> <ul style="list-style-type: none">C. Outline of the issuesD. Development background.E. Technical analysisF. Impacts and risksG. Safety and efficiency gainsH. ConsultationI. Proposed assessment. <p>A full description of all these points is contained in Traffic Note 10.</p> <p>Formal approval of all traffic control device trials rests with the Director Safety and Environment.</p> <p>Six monthly progress reports for the duration of the trial and a copy of the final results of the trial must be submitted punctually to the Lead Advisor Safety who will copy them to the General Manager, Safety, Health and Environment.</p>

**Responsibilities of the
Lead Safety Adviser,
Roads and Roadsides
for trials**

The Lead Advisor Safety is responsible for:

- A. consulting with other sections within the NZTA, including Legal Counsel, as appropriate for all proposed trials.
 - B. submitting proposed trials to the General Manager, Safety, Health and Environment or appropriate delegate for authorisation. Note that normally, the agreement of the Traffic Control Devices Steering Group will be necessary prior to authorisation.
 - C. notifying such authorisation along with any conditions imposed to the originator of the request for the trial.
 - D. submitting a copy of the final results of the trial to all System Managers and the General Manager, Safety, Health and Environment.
 - E. ensuring all trials are registered in a central database and progress is tracked through to completion. The Lead Advisor Safety is responsible for the database.
 - F. distributing a copy of the database and its updates to all System Managers and the General Manager, Safety, Health and Environment.
 - G. ensuring all necessary approvals are obtained from the Regulatory Group, NZTA.
 - H. ensuring the results of all trials are considered and a decision is made on whether existing NZTA policy should be amended.
 - I. notifying the originator of the request to trial, and the Lead Advisor Asset Management, of the decision made in point (B) above.
 - J. amending, as necessary, NZTA policy for traffic control devices.
 - K. communication of the decisions.
-