

## Guidance Notes for Temporary Event Signage

### Contents

<b>DfT Advisory Leaflet .....</b>	<b>1</b>
<b>General Guidance Notes .....</b>	<b>1</b>
<b>Advance Notice Signage .....</b>	<b>2</b>
<b>Directional Signage for Public Highways Traffic.....</b>	<b>2</b>

### DfT Advisory Leaflet

Please refer to the following DfT Traffic Advisory Leaflet for information on temporary traffic signs for special events : [Traffic Advisory Leaflet 04/11 on the GOV.UK website](#)

### General Guidance Notes

- All signage and barriers placed on the public highway must comply with the [Traffic Sign Regulations and General Direction \(TSRGD\) Act 2016 on the Legislation.gov.uk website](#) and all other applicable legislations, guidance and codes of practise in effect at the date of the event.
- Placement of event signage must be carried out in accordance with the [‘Safety at Street Works and Road Works A Code of Practise’ on the GOV.UK website](#) and [Traffic Signs Manual Chapter 8 guidance on the GOV.UK website](#). Ensuring at least the minimum of unobstructed width of 1m for pedestrians, 2.5m for light traffic and 3m for buses/HGV and that a height clearance of at least 2.1m on footpaths and 2.3m on cycle ways are maintained around all signage.
- For the safety of all highway users only qualified individuals or companies should undertake the placement of any events signage.
- Existing road signage giving warnings, stop, give way, no entry, speed limit instructions or traffic signals are not permitted locations for event signage.
- Placement of signs should not interfere with the site lines of highway users and must not present a visibility issue for highway users.
- Existing road safety features, such as pedestrian barriers, are not appropriate hosting places for event signage.
- Excavation in any part of the highway or verges is not permitted, including the driving of pegs or stakes.

## **Guidance Notes for Temporary Event Signage**

### Advance Notice Signage

- Advance warning signs should be black text on a yellow background and be TSRGD compliant.
- Advance notice signage should be located where highways restrictions are to take place or where delays are expected to occur due to the event.
- Placement of advance notice signage should take place 14 days before the event start date.
- Placement of advance notice signs should not interfere with the site lines of highway users and must not present a visibility issue for highway users

### Directional Signage for Public Highways Traffic

- Temporary directional signs may be erected for a limited period to guide traffic to special events, shows or other public gatherings that are expected to attract a large volume of traffic.
- The erection of temporary directional signs should occur no earlier than 48 hours before the event start date.
- Placement of directional signage should not interfere with the site lines of highway users and must not present a visibility issue for highway users
- Removal of signage should take place as soon as it is safe to do so after the conclusion of the event. Should any signage remain in place 48 hours post event the traffic authority officers may remove them, and the event organisers charged for the officer's time.

All enquires regarding event signage should be sent to: [herefordshireevents@bblivingplaces.com](mailto:herefordshireevents@bblivingplaces.com)