

## Worcestershire County Council Application for Signing a Tourist Destination from the Local Roads, Trunk Roads and the Motorway Network

The purpose of this form is to provide the information necessary for the Highways Authority to consider whether proposals for white on brown signs on local roads, trunk roads and the motorway network meet the 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 Traffic Management Team for completion of Section B and D. *The form if applicable will be forwarded as soon as possible to the Highways Agency for their completion of Sections C.*

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 destination, does it meet the requirements of section 4 of the Tourist Signing policy? If not, please provide details separately.			Yes/No/ NA*
A6	If it is a tourist destination, is it accredited by a quality assurance scheme (AA or VisitBritain) 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: • 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	A non-refundable payment of <b>£100 (non business)</b> is required for the assessment of this application. Cheque to be made payable to Worcestershire County Council and attached to the document.			
A12	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, supporting information and remittance to the Traffic Management Team of the Network Control Unit, Integrated Passenger Transportation Management Division, Environmental Services Directorate, Worcestershire County Council, County Hall, Spetchley Road, Worcester, WR5 2NP.

Section B: Evaluation by the Highways Authority		
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?	Yes/No
B4	Have all the details requested in A9 been provided and are they adequate? If not, return the application form to the applicant.	Yes/No
B5	Is the route proposed for signing the most suitable route between the tourist destination and the trunk road? If not, please give reasons.	Yes/No
B6	Do the access to and egress from the public highway comply with current standards?	Yes/No
B7	Is the destination currently signed from any other road junction as a tourist destination or as a local destination using standard direction signs? If Yes, please give details.	Yes/No
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.	Yes/No
B9	Are there any existing signs, which may need to be altered, as part of these proposals. If Yes, please provide details.	Yes/No
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 Highways Authority? If not, please append details.	Yes/No
B12	Does this application comply with the policy statements of the regional and local tourist organizations? If not, please append details.	Yes/No
B13	Does this application comply with the policy statements in the Tourist Signing Policy document? If not, please append details.	Yes/No
B14	Will the Highways Agency need to provide continuity signing from the Trunk Road and Motorway 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 Authority in the consideration of this application.	
B17	Please provide details of the contact at the Home Traffic Authority (HTA)	Name: Authority: Address:  Telephone no: E-mail:  Signature:  Fax no:

<b>Section C: Evaluation by the Highways Agency</b>		
<b>Please give reasons for your answer to each of the questions in the checklist below. Make a separate report if there is insufficient space.</b>		
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 Highways Authority 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 Highways Authority'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

Please return the completed form to the Traffic Management Team of the Network Control Unit, Integrated Passenger Transportation Management Division, Environmental Services Directorate, Worcestershire County Council, County Hall, Spetchley Road, Worcester, WR5 2NP.

Section D: Decision by the Highways Authority	
D1	Name of tourist destination
D2	This application is: Accepted/Rejected. Please state reasons:
D3 <b>Total Approximate Project Cost</b> £ (Sum of Boxes D3.1 – D3.3) (inclusive of VAT)	D3.1 Design £500 <input type="checkbox"/> £1000 <input type="checkbox"/> £1500 <input type="checkbox"/> £2000 <input type="checkbox"/> £2500 <input type="checkbox"/> £3000 <input type="checkbox"/> £3500 <input type="checkbox"/> £4000 <input type="checkbox"/> £4500 <input type="checkbox"/> £5000 <input type="checkbox"/> £10000 <input type="checkbox"/> £20000 <input type="checkbox"/> £30000 <input type="checkbox"/> £40000 <input type="checkbox"/> £50000 <input type="checkbox"/> £60000 <input type="checkbox"/> £70000 <input type="checkbox"/> £100000 <input type="checkbox"/>
D3.2 Manufacture £500 <input type="checkbox"/> £1000 <input type="checkbox"/> £1500 <input type="checkbox"/> £2000 <input type="checkbox"/> £2500 <input type="checkbox"/> £3000 <input type="checkbox"/> £3500 <input type="checkbox"/> £4000 <input type="checkbox"/> £4500 <input type="checkbox"/> £5000 <input type="checkbox"/>	D3.3 Installation £500 <input type="checkbox"/> £1000 <input type="checkbox"/> £1500 <input type="checkbox"/> £2000 <input type="checkbox"/> £2500 <input type="checkbox"/> £3000 <input type="checkbox"/> £3500 <input type="checkbox"/> £4000 <input type="checkbox"/> £4500 <input type="checkbox"/> £5000 <input type="checkbox"/> £10000 <input type="checkbox"/> £20000 <input type="checkbox"/> £30000 <input type="checkbox"/> £40000 <input type="checkbox"/> £50000 <input type="checkbox"/> £60000 <input type="checkbox"/> £70000 <input type="checkbox"/> £100000 <input type="checkbox"/>
Payment to cover the total approximate project cost, for administration, design, manufacture and installation, will be required prior to work commencing ( <i>Para 5.4</i> ). Only actual costs will be charged and any residual monies will be returned within three months of completion of the project. Cheque to be made payable to Worcestershire County Council and attached to your letter of agreement.	
D4 The future maintenance of these signs will be carried out by the County Council's contractors only after agreeing costs and receiving payment prior to work commencing ( <i>Para 5.4</i> ). Should you fail to agree to these terms then all the signs will be removed in accordance with this policy ( <i>Para 5.6</i> )	
Signature:	Date:
Name:	
Position:	
Team:	
Address:	
Telephone:	
Fax:	
E-mail:	

The Highways Authority will inform the applicant 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 2 months from the date entered in Section D above and will lapse if the relevant signing agreement(s) have not been returned for the Highways Authority's signature within this time.**