



Applying for Street Signs

You have to decide where you are going to fit the signs (to which lampposts) and then get permission from Hampshire County Council to fix them up. This can be obtained as follows:

INFORMING STREET LIGHTING

HCC have given their permission in principle for NW scheme signs to be fitted to lampposts (with no admin charge) so the procedure to follow is now:

- (1) Identify the street lampposts to be used for your NW signs - note the location and post number. It might help to go to the Hampshire PFI portal - <http://lightsoninhampshire.co.uk/Public/Default.aspx> and put in your postcode. This will bring up a map marked with the street lamps and pole numbers. In order to obtain Highway's approval, a request needs to be submitted via the page on the website link below. (HCC say that 'although this is admittedly not ideally worded for requests of this nature at the current time, this is the most suitable general online form available to us and will ensure the requests reach the correct team regardless'). (Keep a note of the Pole numbers and the Enquiry Number HCC will give for future reference.)
<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/roads>. Submitting an approval request in this way will then set in motion the approval process, and will ensure that the request is passed to the relevant contact in the local Highways depot for their comments and/or approval. When the request has been closed (or you have received an email) you can consider that permission has been granted.
- (2) Then HCC simply asks that this response email is forwarded to the Streetlighting team via the email street.lighting@hants.gov.uk to notify them of your intention to fit NW signs to these pole numbers. Specific permission does not need to be sought any longer. SSE does not need to be informed either - HCC will do that.

GUIDELINES WHEN FIXING SIGNS

When fixing NW signs please observe the following guidelines:

1. Read the attached Risk Assessment and amend it if appropriate for your circumstances. Please adhere to the advice given and ensure that you are safe at all times.
2. Notices over a verge or footpath must be at least 2.5m to the bottom edge and the highest point no greater than 3.6m
3. Any part of the notice must be at least 0.5m from the edge of the carriageway.
4. On lamp columns, the paint and metalwork must be protected from damage by the sign – if metal fixings are used, they must be protected using neoprene rubber protecting strips (not a problem in your case).
5. The sign must not obscure the column maintenance number or any other official markings.
6. The sign must be kept in good order. Damaged or defaced signs must be repaired, removed or replaced without delay.
7. Do not lean a ladder against the column but use a free-standing step ladder for access.

If the sign is removed by mistake for any reason in future you should advise HCC street lighting (and ask for its return).



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