

Dear Applicant

### **APPLYING FOR AN AMENITY SIGN**

Thank you for your enquiry into the process required to obtain an amenity sign. The following is an overview of the process:

1. Refer to the attached policy, complete the application form and return it to the City Transportation Unit for approval.
2. If approved, City Transportation will send you an invoice. If not approved you will be sent a letter explaining why the approval has not been given.
3. Return the invoice with payment to City Transportation Unit.
4. Your sign will be ordered and duly installed (allow three - six weeks for manufacture and installation).

Note that signs sited on State Highways require approval from New Zealand Transport Agency - contact the local office on (07) 958 7840 for procedure.

Should you require any further information please contact Customer Service on 838 6699.

Regards

City Transportation Unit  
Municipal Building

## AMENITY SIGN APPLICATION FORM

### GUIDELINES

Amenity signs are used where street name signs provide less than adequate directions to certain public amenities, e.g. community hall. Signs are in a format similar to street name signs, having blue lettering on white background (or white on brown for amenities with significant tourist activity).

To avoid excessive clutter and to ensure consistency of signage, HCC has adopted a policy of approving signs only where such amenities:

1. Offer facilities or services available to the wider community and regularly attract visitors likely to be unfamiliar with the area.
2. A Street Name Plate is required for a private lane/road.

Signs are to be generic in nature, rather than displaying specific trade names, e.g. church, community hall. Signs shall not be permitted where the amenity is sited on a recognised main (principal or arterial) road.

### INDICATIVE COSTS

All installation and ongoing maintenance work shall be carried out by HCC's signs contractor, with all costs being the responsibility of the applicant. Total costs will be dependant on the type and locations of signage, the following costs are indicative only:

Supply and install sign name plate/pole and socket	\$237.00 (inclusive of GST)
Supply and install double sided sign name plate/pole and socket	\$276.00 (inclusive of GST)
Supply and install steel pole and socket	\$130.00 (inclusive of GST)

### SITE DETAILS

Name of Organisation: .....

Location of Site: .....

Nature of Public Amenity:.....  
.....

Expected Numbers and Frequency of Visitors:.....  
.....

### SIGN DETAILS

Proposed Location(s) (Maximum of 2):  
.....

Wording (Maximum 16 Letters):.....

### APPLICANT DETAILS

Name: ..... Contact Phone Number: .....

Postal or email Address: .....

Signature .....

*Return to:- City Transportation Unit, Hamilton City Council, Private Bag 3010, Hamilton or email [info@hcc.govt.nz](mailto:info@hcc.govt.nz)*

#### OFFICE USE ONLY

Sign Approved YES  NO

Receipt N<sup>o</sup> ..... Work Order N<sup>o</sup> ..... Bill Code: 41/289

# Street & Directional Signage - Council Policy

## Objective

To provide clear directions to facilities and traffic routes in the city by providing standard signage.

## Policy

The purpose of street signage in Hamilton is to provide a safe road network and to give clear directions to streets and important locations. The general principles for route marking and directional signage in the city are:

1. To ensure that all intersections are clearly signed with street names. All street name signs shall consist of white reflectorised letters on a blue reflectorised background. On all collector and arterial road signs, and all street signs within the CBD, street numbers shall be included on street name signs.
2. To ensure that all signs are constructed and installed in accordance with the Hamilton City Development Manual.
3. To ensure consistency of route numbers along particular roads.
4. To reinforce use of the District Plan's road hierarchy.
5. To provide direction to major suburbs in the city.
6. To provide signage to tourist attractions in accordance with the New Zealand Transport Agency's, Manual of Traffic Signs and Markings.
7. To permit signage to public amenities such as churches, sports facilities, libraries, railway station(s) and Council-approved private lanes.

The number and placing of amenity signs permitted under clause 7 shall be in accordance with the following requirements:

- Approved signs shall be manufactured, erected and maintained by Council's street sign maintenance contractor, at the cost of the community organisation involved.
- Amenity signs shall not be provided where the amenity is located on a principal (collector) or arterial road.
- Signing of schools and kindergartens shall only be permitted if they provide significant facilities for the wider community, e.g. a community hall.
- Signs on a State Highway require the New Zealand Transport Agency approval.
- A maximum of three signs (including street name signs) can be used at any one location.
- The total number of signs to an amenity shall be limited to two.
- Signs shall indicate a generic description rather than a school, business or trade name.
- Signs shall be limited to 2 words and 16 characters