

## **SCOTTISH MINISTERS' REQUIREMENTS**

### **SCHEDULE 8 PART 4**

#### **SIGNS REQUIRING AUTHORISATION**

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##### **1. REQUIREMENTS**

###### **1.1 General**

- 1.1.1 To ensure a consistent national approach, the authorisation of all signs on the Unit shall be the responsibility of the Director, except where otherwise expressly stated in this Part as being the responsibility of the Operating Company.

The Operating Company shall provide advice and recommendations to the Director on the suitability or otherwise of all signing proposals and applications which are:

- (i) submitted directly to the Operating Company, or
- (ii) referred to the Operating Company by the Director.

Such advice and recommendations shall be provided to the Director within 10 Working Days of the Operating Company's receipt of any such proposals and applications.

- 1.1.2 The Operating Company shall keep an electronic register of all sign proposals and applications received and shall categorise the entries in the register as being related to:

- (i) tourist signposting,
- (ii) temporary traffic signs to special events, or
- (iii) truckstop signposting.

- 1.1.3 For each proposal and application the electronic register shall contain, as a minimum, the following information for each entry:

- (i) the applicant and owner,
- (ii) the location of the signs,
- (iii) the decision to consent or reject the application,
- (iv) the terms of the agreement, and
- (v) all relevant dates.

All Records shall be cross-referenced to the register entry.

- 1.1.4 No later than 20 days before the Commencement of Service Date, the Operating Company shall add to the electronic register all incomplete proposals and applications received from the outgoing operating company. The Operating Company shall progress any incomplete proposals and applications in accordance with the requirements of this Part as if the proposal had been made directly to the Operating Company.

- 1.1.5 The Operating Company shall, provide the Director and Performance Audit Group with direct, remote access to the electronic register and records referred to in this Part at all times. Each entry in the register shall include the relevant Ordnance Survey grid reference.

1.1.6 The Operating Company shall designate an officer to deal with each proposal and application in the register, including all correspondence associated with each proposal or application.

1.1.7 For the purpose of this Part, references to "VisitScotland" mean Scotland's national tourist board or its successor organisation.

## **1.2 Tourist Signposting**

1.2.1 The Operating Company shall comply with the Director's policy on tourist signposting in Transport Scotland's *Trunk Road and Motorway Tourist Signposting Policy and Guidance*.

1.2.2 The Operating Company shall undertake the duties identified in Transport Scotland's *Trunk Road and Motorway Tourist Signposting Policy and Guidance* and associated documentation, including but not limited, to:

- (i) acting as Home Traffic Authority (as defined in Transport Scotland's *Trunk Road and Motorway Tourist Signposting Policy and Guidance*) where access is direct from a Trunk Road,
- (ii) providing full advice on each application under the following headings:
  - (a) road safety aspects of proposed signing,
  - (b) whether it is practical for additional tourist signing to be provided,
  - (c) sign clutter and environmental impact of proposed signing,
  - (d) size of lettering on the signs and acceptable legend,
  - (e) number and location of signs,
  - (f) integration with the local authority's tourist signposting policy,
  - (g) continuity signing on the local road network,
  - (h) inspection of the tourist operator's credentials in respect of tourist signing applications,
  - (i) confirmation that the tourist operator has accreditation from VisitScotland,
  - (j) inspection of and recording of tourist operator's credentials, and
  - (k) other advice as necessary,
- (iii) considering the relevant local authority's tourist signposting policy when making recommendations to the Director on applications,
- (iv) advising VisitScotland of tourist operators which are given tourist signs (brown or otherwise),
- (v) advising the Director when tourist signs are at the end of their serviceable life and identifying their locations,
- (vi) when notified by VisitScotland, advising the Director of signs which no longer have accreditation from VisitScotland, and
- (vii) the operation of flaps and covers on existing and new signs.

1.2.3 The Operating Company shall implement the process for trunk road and motorway tourist signing applications as set out in Transport Scotland's *Trunk Road and Motorway Tourist Signposting Policy and Guidance*.

1.2.4 When responding to applicants the Operating Company shall use the appropriate model letter, together with the relevant schedule, as set out in Transport Scotland's *Trunk Road and Motorway Tourist Signposting Policy and Guidance*.

The Operating Company shall issue to the Director a copy of the signed letter of agreement duly completed by the applicant.

1.2.5 The Operating Company shall ensure the details of each sign and associated road restraint system shall be identified and recorded in the Integrated Roads Information System.

### **1.3 Temporary Traffic Signs to Special Events**

1.3.1 The Operating Company shall undertake the authorisation of temporary traffic signs to any organised event likely to generate significant traffic flows within the Unit. These include but shall not be limited to:

- (i) sporting events,
- (ii) exhibitions,
- (iii) festivals,
- (iv) concerts, and
- (v) public gatherings,

referred to as "special events".

1.3.2 Where a special event requires a carriageway or road closure, the Operating Company shall follow the procedures referred to in the Specification.

1.3.3 The Operating Company shall notify the Director immediately of the details of each request for authorisation for temporary traffic signs to special events.

1.3.4 When making a decision on authorisation of temporary traffic signs, the Operating Company shall:

- (i) follow the document *Provision of Temporary Traffic Signs to Special Events* issued by the Department of Transport in May 1993, and
- (ii) follow the advice issued by the Director.

1.3.5 A decision on each application shall be given to the applicant within 10 Working Days of receipt of the application, except where expressly agreed otherwise by the Director.

1.3.6 The Operating Company shall ensure that temporary traffic signing shall be erected for a limited period to guide traffic to special events.

1.3.7 The Operating Company shall ensure that temporary traffic signs are removed as soon as practicable after conclusion of the special event to which they relate.

If such signs are not removed by 48 hours after the end of the special event they shall be treated as unauthorised signs in accordance with paragraph 1.4 of this Part.

## **1.4 Unauthorised Signs**

- 1.4.1 The Operating Company shall identify and advise the Director of any unauthorised signs outwith the Unit that may cause a distraction to road users in order for the Director to notify the local planning authority responsible for authorising such signs.
- 1.4.2 The Operating Company shall identify and advise the Director of any unauthorised signs that are placed within the Unit. The Operating Company shall take all reasonable steps to determine the ownership of any such unauthorised signs.
- 1.4.3 Where an unauthorised sign is located within the Unit and the ownership of the sign is known, the Operating Company shall follow the guidance provided by the Director.
- 1.4.4 The Operating Company shall notify the owner in writing:
- (i) of the location of the relevant unauthorised sign,
  - (ii) of a prescribed date, not less than 20 Working Days from the date of notification, by which time the owner is to collect the unauthorised sign, and
  - (iii) that the Operating Company may dispose of the relevant unauthorised sign if it is not collected by the owner by the prescribed date.

Should the unauthorised sign not be collected by the prescribed date stated in the notification, the Operating Company shall remove and dispose of the relevant unauthorised sign and inform the owner in writing.

- 1.4.5 Where ownership of the unauthorised sign cannot be determined, the Operating Company shall remove the sign as soon as practicable to a suitable storage area provided by the Operating Company where it shall be held for 25 Working Days before being disposed of by the Operating Company.

Should the owner identify themselves during the 25 Working Day period following removal of the sign, the Operating Company shall:

- (i) advise the owner of the location where the unauthorised sign can be collected, and
  - (ii) agree a suitable time to allow the owner to collect the unauthorised sign.
- 1.4.6 The Operating Company shall keep Records of all actions and transactions related to the requirements of paragraphs 1.4.1 to 1.4.5 of this Part.

## **1.5 Election Advertisements on Trunk Roads**

- 1.5.1 The placing of election advertisements within the Unit is not permitted. Any registered political party, registered third party or election candidate who approaches the Operating Company seeking authorisation for election advertisements shall be informed of this policy.
- 1.5.2 Should the Operating Company become aware of any election advertisements placed within the Unit, the Operating Company shall:
- (i) immediately remove the election advertisements to a suitable storage area provided by the Operating Company for collection by the owner,
  - (ii) notify the owner in writing that the election advertisements have been removed and the location where they can be collected by a prescribed date, not less than 10 Working Days from the date of the notification, and

- (iii) dispose of any election advertisements not collected by the owner by the prescribed date.
- 1.5.3 The Operating Company shall keep Records of all actions related to the requirements of paragraphs 1.5.1 and 1.5.2 of this Part.
- 1.6 Truckstop Signposting**
- 1.6.1 The Operating Company shall adhere to the Director's policy on truckstop facilities signposting as contained within Transport Scotland's *Signposting of Truckstop Facilities from Motorways and Other Trunk Roads – Policy and Guidance*.
- 1.6.2 The Operating Company shall follow the evaluation process defined within part II of Transport Scotland's *Signposting of Truckstop Facilities from Motorways and Other Trunk Roads - Policy and Guidance*.
- 1.6.3 The Operating Company shall liaise with local road authority and the applicant as necessary for the implementation of approved signing schemes.
- 1.6.4 The Operating Company shall provide the Director with the application together with its assessment and report required in accordance with Transport Scotland's *Signposting of Truckstop Facilities from Motorways and other Trunk Roads - Policy and Guidance* and other associated documentation.
- 1.6.5 The Operating Company shall:
  - (i) consider the relevant local authority's signposting policy when making recommendations to the Director on applications,
  - (ii) advise the Director when truckstop signs are at the end of their serviceable life and identify their locations, and
  - (iii) consult with the Director and following receipt of his consent, remove signs which are agreed not to be required due to the truckstop facility no longer being in operation or as a result of a failure on the part of the truckstop facility provider to comply with its agreement with Transport Scotland.
- 1.6.6 The Operating Company shall ensure the details of each sign and associated road restraint system are identified and recorded in the Integrated Roads Information System.