

Your ref:

Our ref:

## APPLICATION FOR AUTHORISATION OF NON-PRESCRIBED TRAFFIC SIGNS AND SPECIAL DIRECTIONS 2016

**TO:-**

Transport Scotland, Special Projects and Procurement , 2E North Victoria Quay, Edinburgh,  
EH6 6QQ

Please consider issuing an authorisation or special direction for the following:

**TITLE/DESCRIPTION OF SIGN/SCHEME**

**NAME OF TRAFFIC AUTHORITY**

<b>ENCLOSURES</b>	<b>TICK to confirm inclusion</b>
2 copies (or 1 electronic copy) of each site plan, showing the locations proposed for each sign to be authorised. <i>(NB. Transport Scotland can be asked to advise in particular cases whether a brief written description of the site or sites would be acceptable instead)</i>	
2 copies (or 1 electronic copy) of each sign drawing, clearly marked with colours and sizes.	
<b>For regulatory signs:-</b> A statement of the restriction(s), requirement(s) or prohibition(s) to be indicated by each sign design (or a draft or made TRO).	
<b>For other signs:-</b> A statement of the purpose of/reasons for erecting a non-prescribed sign	

**THE SIGNING SCHEME DESIGNER SHOULD COMPLETE THE CHECKLIST BELOW AND SIGN THE APPLICATION FORM BEFORE FORWARDING IT.**

<b>CHECKLIST</b> <i>to be completed by the signing scheme designer</i>	Mark <b>YES</b> or <b>NOT APPLICABLE</b> as appropriate
<b>I CONFIRM THAT:-</b>	
1. There is no suitable sign prescribed in TSRGD 2016 for this purpose;	
2. The signs are appropriate for their proposed site and purpose;	
3. The signs follow the normal design rules and correspond as closely as possible to the nearest available prescribed sign or DfT working drawing (drawing ref no.....); <i>(NB. Transport Scotland can advise in particular cases on availability of working drawings from The Stationery Office or DfT HQ)</i>	
4. The sign drawings are marked with dimensions in millimetres, and show all the colours to be used;	
5. The sizes of the signs and lettering are appropriate to the speed of traffic on the road (Ref: DOT Local Transport Note 1/94);	
6. The intended illumination/reflectorisation is stated;	
7. The site plans are legible, with the positions of the non-prescribed signs and any relevant prescribed ones clearly marked;	
8. In the case of <b>regulatory signs</b> , including those for restricted zones, the signs correctly indicate the restriction(s)/ requirement(s)/ prohibitions which will apply at the sites where they are to be erected, and have the agreement of the police;	
9. In the case of <b>variable message signs or light signals</b> , the appropriate equipment approval has been or will be issued by the Highways Agency;	
<b>ANY OTHER RELEVANT INFORMATION:</b>          	

SIGNED:.....

NAME (block caps) .....

Address:.....  
.....  
.....

Phone no: .....

Fax no:..... Date:.....