

Finger Directional Sign Procedure

1. Purpose

- 1.1 To control the installation of information signs erected to Road Reserve to ensure continuity of signage or traffic safety.

2. Background

- 2.1 A number of requests are received from businesses and other organisations for the installation of directional signs off main road to their place of business.

3. Council Policy

- 3.1 The Council's policy permits the erection of accommodation services signage subject to it being in accordance with the following standards. Advertising of other commercial businesses is not permitted.
- 3.2 All other signage applications are subject to resource consent under Bylaw No. 21.

4. Authority

- 4.1 These procedures only relate to roads that are under the authority of the Thames-Coromandel District Council. This includes the portions of the State Highway Network within the urban area or 70kph speed restriction.
- 4.2 Signage within all other parts of the State Highway Network fall under the authority of the New Zealand Transport Agency. Applications are required to be made to the New Zealand Transport Agency, who have their own specific standards.

5. Definition

- 5.1 To qualify for signage as a motorist accommodation, facilities must be:
- 5.1.1 Available to casual travellers at all times of the year.
- 5.1.2 Be registered with the Thames-Coromandel District Council as an accommodation facility.

6. Standards

- 6.1 Permitted signage dimensions are as follows (refer to sketch fig. 1):
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|----------------------|---|
| FINGERBOARD: | 1000mm length x 175mm depth x 25mm thickness dressed timber. |
| WRITING: | Capitals Arial Regular - 1000mm height (non-reflective) |
| COLOUR: | Background: Black
Lettering: White |
| LOGOS/SYMBOLS: | Not permitted unless specifically approved by Community Services Manager. |
| CONTENT: | Name of accommodation/type of accommodation
Km - distance from the fingerboard sign |
| HEIGHT ABOVE GROUND: | 1.80m minimum except in Commercial and Town Centre where a minimum height of 2.10m is required. |

7. Posts

- 7.1 Directional Boards are permitted to be fixed to existing street name posts otherwise they are required to have their own post. Fixing to any other sign post is strictly prohibited.
- 7.2 Signs, where able to be fixed to an existing street name post, shall be fixed below the street name plate, having a minimum clearance of 200mm.
- 7.3 Signs, where able to be fixed to an existing sign, shall have a separation distance from existing directional sign of 50mm.
- 7.4 New posts are required to be 100 x 100mm (H3) dressed, painted white. All posts are required to be securely placed into the ground at least 1.0m but shall not be set in concrete.

Directional signs shall be fixed to the posts by appropriately sized galvanised bolts. Identification of any underground services in the proposed location of the post is to be identified prior to excavation.

8. Location

- 8.1 The location of the sign must be 200mm off the edge of the kerb or 200mm off the property boundary on the road reserve berm.
- 8.2 Signage shall not be placed to obscure any other traffic signage by either motorists and/or pedestrians. Signage shall not be placed adjacent to adjoining existing signage.

9. Installation

- 9.1 The applicant will arrange the production and installation of the directional sign and/or post from the Council's approved register of contractors after approval has been granted.
- 9.2 The applicant must inform Council on which approved contractor will be used before Finger Directional Sign is installed.

10. Maintenance

- 10.1 The Council assumes no responsibility for the directional sign once erected. Any future maintenance and/or repair remain the responsibility of the Applicant.
- 10.2 The Council reserves the right to remove any damaged or defective signs without notice.

11. Application

- 11.1 No directional signs are permitted to be erected without having been approved by the Council's Roading Professional Service Providers, Opus International Consultants Ltd.
- 11.2 All applications are required to be made on the attached Finger Directional Sign Application form as no other application will be considered. Customer Services upon checking the details are correctly completed will forward the application to Council's Contract Manager.
- 11.3 The fees shall be receipted to account number _____.
- 11.4 The Council's Contract Manager, Opus International Consultants Ltd, shall check the application and advise the Applicant directly if any amendments are required within 5 working days of its receipt.
- 11.5 The Applicant will advise the Contract Manager when the sign is erected. This installation will be checked and the Applicant advised of any problems that the Applicant will rectify within 48 hours.

Finger Directional Diagram

