

GENERAL GUIDANCE FOR INSTALLING WILTSHIRE NEIGHBOURHOOD WATCH ROAD SIGNS

Obtaining Funds

- Check for adjacent NHW schemes in your area on the “Our Watch” website by inserting your own post code.
- Decide where signs are required to advertise and define your NHW Area.
- Seek funds from your local parish council, town council (or neighbourhood- Swindon only).
- When seeking funding, use the justification that your scheme is helping to create safer communities.

General Guidance (Towns)

- Sign each scheme boundary as many schemes are independent from other schemes.
- Where 2 or more schemes are adjacent, then combine to minimise duplication of signs and cost.
- Use overlays on any existing, but faded or outdated signs if they are in the right place.
- Usually metal lampposts or advisory road signs provide the best way of displaying NHW signs
- Place at a height to avoid obstruction and the temptation of vandalism (2.1m clearance above pavements and 2.4m above joint walking & cycling paths). **These heights are Authority requirements.**

General Guidance (Villages) – few lampposts

- Do not fix signs on any wooden telegraph/electricity type pole.
- Avoid all mandatory road signs such as speed limits.
- Avoid all highway signs that already have 2 or more signs on the post(s).
- All other advisory single sign highway signs and bus stop signs, as well as metal lamp posts, can be used if practical.
- Minimum height of signs above pavements is 2.1m and 2.4m above joint walking & cycle paths. **These heights are Authority requirements.**
- Use overlays on any existing, but faded or outdated signs, if they are in the right place.
- Seek to place signs on all significant roads entering the village to maximise impact, minimise cost and identify the whole village.

- If no 76mm diameter metal posts are in the area where you need a sign, then be aware that new posts must be approved and erected by the unitary authority and will cost around £110 each.

SPECIFIC SITE RISK ASSESSMENTS (Authority Requirement)

- The standard Risk Assessment Form may look daunting but it is common sense and the generic assessment should apply for most site circumstances.
- Check each risk as applied to each site where you wish to position a NHW sign
- If you are content with the control measures listed for each site, then make sure you follow those measures.
- If you believe other control measures are required or the site chosen is too risky, either:
 - Consider changing the site, or
 - Add to the control measures for that site, or
 - Seek advice from the designated WNHWA Road Sign Officer.
- Sign the Risk Assessment in the space provided and include with your application

DESIGNATED WNHWA ROAD SIGN OFFICER

- Mr Paul Sunners (WNHWA VC & Road Signs Officer)
- Either email or post your completed Application Form, with proposed sites for signs, together with the completed Risk Assessment to one of the addresses shown on the Application Form.

PROCESSING YOUR APPLICATION FOR NHW ROAD SIGNS & OVERLAYS

- Before going firm on the location of signs seek advice if required. WNHWA wish to advise and support your application and wish to avoid changes that the Authority may require of you.
- Having decided on the location of each sign present your proposals to your local council and request funding.
- Once you have approval of funds complete and sign the application form and risk assessment.
- Send documents to the designated WNHWA officer.
- Once received the officer will seek approval from the statutory authority
- It is likely that the statutory authority will want to look at the sites chosen with you.
- Once he/she is content the forms will be returned to WNHWA designated officer and you will be requested to arrange payment for the signs and fixings and arrange collection and fitting.
- High Visibility tabards will be available from WNHWA on a loan & return basis.