

DIRECTION SIGNING APPLICATION FORM



Please complete all sections as appropriate.

1 TYPE OF APPLICATION		
1.1	Private Destination Signing <input type="checkbox"/>	Tourist Destination Signing <input type="checkbox"/>

2 APPLICANT DETAILS		
2.1	Name	
2.2	Address Postcode
2.3	Tel. No.	
2.4	Fax No.	
2.4	Email	

3 DESTINATION DETAILS		
3.1	Name of destination	
3.2	Address of destination (If different from 2.2 above) Postcode
3.3	Website Address	http://www.
3.4	Destination Category (See guidance notes. Tick boxes as appropriate)	
	<p>Private Destination</p> <p>Individual Business <input type="checkbox"/></p> <p>Heavy Goods/ Commercial <input type="checkbox"/></p> <p>Local Traffic <input type="checkbox"/></p>	<p>Tourist Destination</p> <p>Non-Commercial Tourist Destination <input type="checkbox"/></p> <p>Commercial Tourist Destination <input type="checkbox"/></p> <p>Commercial Tourist Facility <input type="checkbox"/></p>
3.5	Please state the nature of the destination (e.g. sport centre)	
3.6	Dates and times of opening	

3.7	Current visitor numbers per annum (Please indicate how visitor numbers are recorded or, if not, basis of estimation).	
3.8	Is there an entrance fee? (Please give details)	Yes / No
3.9	Is there a membership requirement or other eligibility criteria for example pre-booking? (Please give details)	Yes / No

3 PARKING		
3.1	Does the destination have parking available? (If no, please go to section 4)	Yes / No
3.2	If yes is it: On site <input type="checkbox"/> Off site <input type="checkbox"/> Capacity <input type="text"/>	
3.3	Is the off site parking owned by you?	Yes / No
3.4	If no, who is it owned by? Private <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> <i>(Please give details if known)</i>	
3.5	If the off site parking is not a public car park or is not owned by you, have you obtained the permission of the owner for your visitors to be directed there?	Yes / No
3.6	Approximately how far is the off site parking from the destination?	
3.7	Is the parking (on or off site) suitable for use by coaches?	Yes / No

4 PROMOTION AND MARKETING		
4.1	How do you promote your establishment to the private market? (Please tick box as appropriate)	
	Local guides <input type="checkbox"/> Local newspapers <input type="checkbox"/> National newspapers <input type="checkbox"/> National journals <input type="checkbox"/> Local TV / radio <input type="checkbox"/> Other <input type="checkbox"/> Internet <input type="checkbox"/> Tourist Information Centre <input type="checkbox"/>	
4.2	Are you a member of a private association or other professional or regulatory body? (If yes, please specify)	Yes / No
4.3	Are you registered with the Visitors Charter scheme run by the English Tourist Board?	Yes / No

5		GENERAL FACILITIES		
5.1	If not provided as an integral part of the main function of the business, please indicate which of the following additional facilities are also available and give details.			
	a	Facilities for the disabled (In accordance with the Disability Discrimination Act)	Yes / No	
	b	Toilets	Yes / No	
	c	Cafe / Restaurant	Yes / No	
	d	Accommodation	Yes / No	
	e	Educational or information resources	Yes / No	
	f	Retail outlet(s)	Yes / No	
	g	Sporting facilities	Yes / No	
	h	Picnic areas or tables	Yes / No	
	i	Other (Please give details)	Yes / No	

6		ACCOMMODATION	
6.1	Do you have an inspection certificate from ETB, AA or RAC?	Yes / No	
6.2	The accommodation is normally available to non pre-booked tourists.	Yes / No	
6.3	For a Youth Hostel, does the Youth Hostel Association manage the destination?	Yes / No	

7		TOURING CAMPING AND CARAVAN PARKS	
7.1	Is your site licensed under the Caravan Sites and Control of Development Act 1960 and/or the Public Health Act 1936.	Yes / No	
7.2	Do you have a minimum of 20 pitches available for casual overnight use?	Yes / No	

Sections 8 to 10 to be completed by all applicants

8 PLANNING PERMISSION		
8.1	Do you have the necessary planning permission to operate the private or tourist attraction/ facility?	Yes / No
8.2	If yes, please state the reference number	Ref:

9 SIGNS DETAIL AND LOCATION	
9.1	<p>Please indicate in writing and/ or sketch map form the location(s) where you would like your signing to commence. Please indicate which direction you would like signing from.</p> <p>(This may help for assessment purposes however if your application is successful, PCC will ultimately decide on the most appropriate location).</p>
<p>(Please describe location by using road number, road/ street name, junction name etc. Direction of travel can be indicated for example by 'from Tavistock direction').</p>	

10 DECLARATION

I wish to apply for consideration of private signing by Plymouth City Council and confirm that all the information given above is correct to the best of my knowledge *.

I have read and agree to the conditions set out in Part 12 of this application form.

I enclose a cheque for the correct amount (incl. VAT) made payable to **Plymouth City Council** as a non-refundable charge to cover the cost of the initial processing of this application (See section 13 for fees).

I understand that even if my application initially qualifies, Plymouth City Council may refuse signs at the detailed design stage for road safety, traffic management or environmental reasons.

** If it is found that questions have been incorrectly answered then this may result in a refusal of signs, or removal, at your cost, of any signs that may already have been provided.*

Name

Signature

Date

11 NEXT STEPS

If you wish to discuss any matters that you do not understand please contact the Plymouth Highways on the number below.

Please return the completed form to Plymouth City Council using the following contact details:



Plymouth City Council
Plymouth Highways
Prince Rock Depot
Macadam Road
Prince Rock
Plymouth PL4 ORZ



trafficmanagementinbox@plymouth.gov.uk



01752 668000
Monday to Friday 8.30am to
5pm



Visit our website at
www.plymouth.gov.uk

1 BACKGROUND

- 1.1 Plymouth City Council is the Highway Authority for the City of Plymouth including the road or roads upon which the Applicant wishes to display on the highway a traffic sign or signs for the purpose of directing traffic to private destinations.

2 PROVISION OF SIGNS

- 2.1 Plymouth City Council consents to the erection of suitable traffic signs for the purpose of directing traffic to the private destination promoted by the Applicant.
- 2.2 The traffic sign or signs shall be designed, provided and erected by Plymouth City Council, or by a Contractor approved by Plymouth City Council. All work undertaken in connection with the provision of the signs shall comply with the requirements of design standards and the Health and Safety at Work Regulations current at the time of provision.
- 2.3 Plymouth City Council shall approve any work undertaken by a Contractor before such sign or signs are erected on the highway at the cost of the Applicant.
- 2.4 The traffic sign or signs shall remain the property of Plymouth City Council which may at its own discretion remove them at any time.

3 APPLICANTS OBLIGATIONS

- 3.1 The Applicant shall:
- (i) pay all costs (including the costs of producing estimates) incurred by Plymouth City Council in designing any signing scheme, and producing all necessary documentation. The sum involved shall be at cost.
 - (ii) pay the costs involved in the manufacture, supply, erection and installation of the sign or signs. The sum involved shall be at cost.
 - (iii) pay the costs involved in future maintenance of the sign or signs by Plymouth City Council. This will include cleaning, replacement/repair of fixings, replacement of signs following accident damage where Plymouth City Council can make a claim against a known third party,. The sum involved shall be 10% of the total section 3.1 (ii) charges, and shall be paid at the same time as the costs involved in section 3.1 (i) and (ii).
 - (iv) remove any off-site advertisement signs not authorised by Plymouth City Council which are erected or maintained by or on behalf of the Applicant at or near the location of the sign or signs provided by Plymouth City Council under this agreement.
- 3.2 The standard of maintenance of the sign or signs under clause 3.1 (iii) shall be to the standards set out in the Transport Asset Management plan produced by Plymouth City Council, appropriate to the class of road upon which the signs are located.
- 3.3 Should the Applicant decide not to proceed after receiving the detailed design and/or estimate from Plymouth City Council he/she will nevertheless be liable for the costs incurred by Plymouth City Council under clause 3.1 (i) above subject to the provisions of section 4.
- 3.4 Plymouth City Council reserves the right to recover the cost of removal of private signs including any replacement of existing signs where the private signs formed an integral part of the sign assembly, either, where the destination has ceased to meet the standards under which the signs were provided or if it is found that questions were incorrectly answered on the application form.
- 3.5 Plymouth City Council will not undertake work involved with sections 3.1 (i) until the associated costs have been received by Plymouth City Council.
- 3.6 All costs will be subject to a 10% administration cost and VAT.

4 **NON-EXCLUSIVE SIGNING**

- 4.1 Where a sign or signs provided by Plymouth City Council under this agreement includes destinations promoted by more than one applicant the costs involved shall be shared in such proportions between the applicants as may be determined by Plymouth City Council.
- 4.2 Where a signing scheme provided by Plymouth City Council under this agreement includes a sign or signs containing destinations promoted by more than one applicant and one or more applicants decide not to proceed after receiving the detailed design from Plymouth City Council the costs involved shall be re-apportioned between the remaining applicants as may be determined by Plymouth City Council.

Note: (this note is not part of the Agreement)

The costs charged for future maintenance in section 3.1 (iii) above do NOT include replacement of signs caused by theft, or following accident damage caused by an unknown third party or adverse weather conditions, or when the original signs meet the end of their useful life. In these circumstances the applicant will be liable for all replacement costs and is consequently advised to take out insurance to cover these eventualities.

Initial Fee:

There is an initial fee for all applications to cover the costs of feasibility studies and if approved the development of an estimate for the works.

Feasibility includes the checking of national regulations and local policy on direction signs along with checks on the availability of existing assets to mount signs.

Based on the following assumptions the initial fee for applications is £141.45 +vat

- Request for a maximum of 3 signs along one route
- Signs are no larger than 0.6m² (i.e. small enough to fix to existing posts)

For larger or more complicated schemes please request a revised fee.

If the application is approved an estimate will be provided for Detailed Design and Installation Costs.