



Guidance for the application of Neighbourhood Watch signs



ERECTION OF SIGNS

Co-ordinators are reminded that the erection of Watch signs and the associated public liability insurance cover is the responsibility of Suffolk County Council and Suffolk Constabulary. Watch signs displayed on private property and not erected by Suffolk Highways Contracting are the sole responsibility of those who carry out the erection. Suffolk Constabulary will not be responsible for any subsequent injury caused to any person as a result of negligence in erection.

The final decision, regarding the location, and the continued display of signs, will be at the discretion of the Director of Environment and Transport.

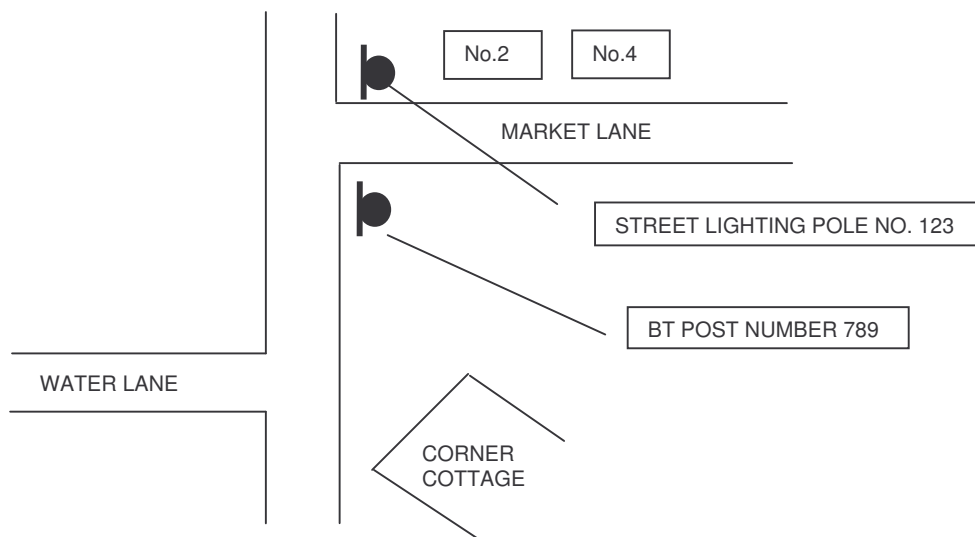
All sign applications both for Highways and Private erection must be submitted on Form 499, available from your Community Watch Liaison Officer (CWLO). The completed form along with the correct payment should be sent to your local CWLO for processing.

Suffolk Highways Contracting will erect the signs exactly as instructed on the application form. To assist in the efficient erection of signs co-ordinators are asked to draw a comprehensive plan of the area where the sign(s) are to be erected, showing the EXACT location. Location sketch is required for both Private and Highways erected signs.

It is important to indicate the direction that the sign should face in the following manner:



Example of the information required



The following posts can be used

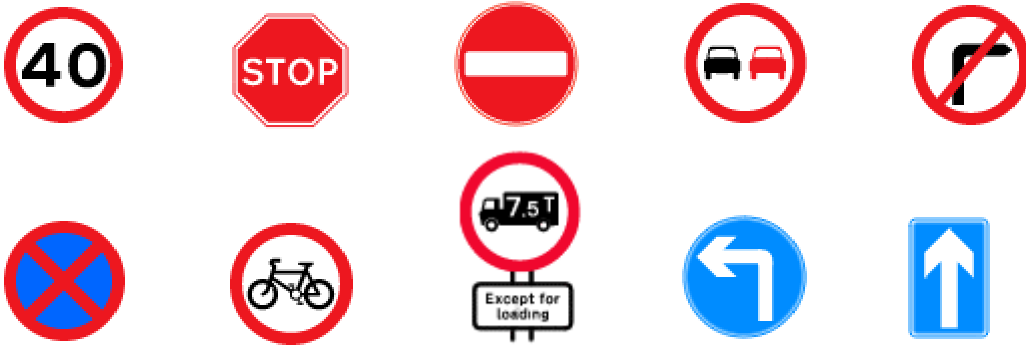
- Street lighting columns
- British Telecom – except those marked with a red 'D' or shared with an electrical company
- Highways signs – such as Advisory, Informative, or Advance warning signs
- Electricity – except those marked with a red 'D' or with cables running down the pole

The following posts cannot be used for the erection of watch signs

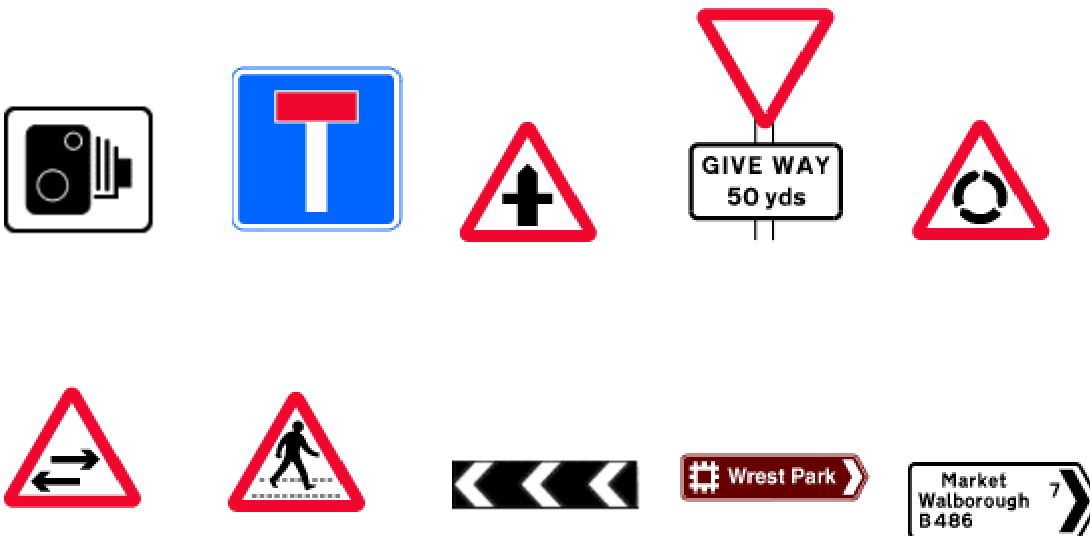
- Mandatory road signs and prohibitive road signs – if you are in any doubt, please consult your Crime Reduction Officer
- Wherever pedestrians may be expected, signs must not be below 2.1 metres
- Posts which have cables running down the pole or is marked with a red 'D'

Please use the following, extracted from the Highway Code, as guidance to which signs are mandatory and which are advisory.

MANDATORY (these **cannot** be used to display signs)



ADVISORY – (these can be used to display signs)



Before submitting a request for the erection of a sign, ensure a site survey has been carried out. When selecting a location consider the following:

- Will the sign be obscured by vegetation in the spring & summer? – Suffolk County Council have no obligation to cut back to cut back vegetation around signs of a private concern.
- Will the sign be visible to both pedestrians and road users?
- Ensure the sign location will not hinder pedestrians or cycle path users
- Do not use a pole where the sign could be swiped by passing HGVs
- Be aware of planning notices on poles warning the pole is due to be replaced in the near future
- Consider potential future growth of the Watch scheme, for example new housing developments

- Consider utilising existing Watch signs of neighbouring Schemes – could the re-siting of an existing sign cover more than one Scheme?
- If a sign is to be angled on the post, show this in the sketch on your application form, unless otherwise instructed Suffolk Highways contractors will erect the sign at right angles to the road.
- Be aware of signage overload. Position the sign where it will be noticed and not get 'lost' in a myriad of other signs

MAINTENANCE OF EXISTING SIGNS

- After your sign has been erected, inform your Community Watch Liaison Officer *in writing* if you observe any planning application notices on the pole notifying that the pole is to be replaced or removed. The Community Safety Unit will subsequently take the appropriate action to ensure the Watch sign is re-erected on the new pole. If no such correspondence is received the scheme will be levied a re-erection charge at the current rate charged by Suffolk Highways Contracting.
- Malicious or accidental damage / loss – cost of replacement of such losses are to be borne by the Scheme
- Relocation of existing signs – payable by the Scheme at the current rate charged by Suffolk Highways Contracting.

REMOVAL OF SIGNS

When a scheme ceases to operate; cease to be approved by the Police Authority; or the Highways Authority withdraw their consent to display the signs, then pursuant to the Town and Country Planning of Advertisements Regulations 1992, Schedule 3, Part 1, Class 10; the signs shall be removed by a representative of the Suffolk Constabulary and the signs disposed of as deemed fit by Suffolk Constabulary

In respect of signs erected on private property, should the scheme cease to operate or cease to be approved by the Police Authority, the signs shall be removed by the co-ordinator or other person appointed on behalf of the Watch scheme.

The cost of the removal of signs from redundant Schemes will be borne by Suffolk Constabulary; in all other cases it will be the responsibility of the Scheme.