

## POLICY



**Date adopted:** 30/05/2017  
**File no:** 128825-1  
**Minute number:** 148/2017

**Policy title:** DIRECTION AND GUIDE SIGNS  
**Directorate:** TRANSPORT AND WATER SERVICES  
**Branch:** ROAD INFRASTRUCTURE PLANNING  
**Policy objective:** To process requests for the erection of direction signs on roads to indicate the location of essential services, community facilities, tourist attractions and the like.

**Policy scope:**  
This policy will apply to all requests for direction signs to community type facilities.

**Definitions:**  
Not applicable.

**Policy statement:**  
The following procedure is to be undertaken for this policy:

1. Categories of direction signs
  - (1) Direction signs are divided into the following categories:
    - (a) Essential services - police, ambulance, fire brigade, and state emergency service.
    - (b) Town halls, civic centres, municipal offices, depots, tips, libraries, major parks, sporting facilities, railway stations, and post offices.
    - (c) Churches and religious institutions, charitable organisations (scouts etc), other non-profit institutions (community and youth centres etc), primary and secondary schools or colleges, tertiary education institutions, child care centres and kindergartens, medical centres and small shopping centres remote from the major road network which would otherwise be difficult to locate.
    - (d) Tourist attractions denoting places of public, scenic, historic or cultural interest which are recognised by the Council.
    - (e) Service signs - hospital, public phone, rest area, parking area, caravan park, accommodation, public toilets etc.

- (2) Where more than one operation is located on the same site eg several sporting clubs in one park, signs to the site or the park will be provided but not to the individual organisations.
2. Application
- (1) The request for a direction sign is to be submitted by completing an Application for Direction and Guide Sign form (doc Id 9002178) to the Council by the applicant, stating the location and desired wording of the proposed sign. The desired wording shall be in English and generic where possible. A few examples are CHILD CARE CENTRE, CHURCH, CATHOLIC CHURCH, HOMESTEAD PARK, TENNIS, SCOUTS, MEDICAL CENTRE, SHOPS or NETBALL COURTS. The signs should not include business names. Specific names of schools will be permitted up to the maximum allowable length.
3. Specification
- The direction signs must comply with the following requirements:
- Category*
- (a) - (c) - Signs shall be a standard 200 mm in depth, up to four words and 25 characters in length including spaces, with a white legend on a blue background. Lettering shall be series DN or CN 120 mm in height for single line lettering and 75 mm in height for double line lettering.
- (d) - As for (b) and (c) but with white letters on a brown background.
- (e) - Type G7 with shape, colour and symbol in accordance with the Manual of Uniform Traffic Control Devices ("MUTCD").
4. Location and mounting
- (1) The location of direction signs must be selected to avoid creating any traffic hazard or environmental pollution.
- (2) Where feasible, signs are to be installed on existing street-sign posts (refer to clause 8.3 - part 5 of MUTCD).
5. Installation and maintenance
- (1) Signs in the following categories will be installed and maintained by the Council at the Council's cost:
- (a) categories (a), (b) and (e)
- (b) category (d) - except where the service is a privately owned commercial undertaking.
- (2) All other signs will be installed by the Council at the applicant's cost, unless determined otherwise by the Council.
- (3) An extensively damaged or faded sign will be removed by the Council and replacement will be subject to re-application as for a new sign.
- (4) Where the sign is at the applicant's cost, payment shall be required after the application has been approved and before installation.
6. Approval
- (1) Approval is the responsibility of the Director of Transport and Water Services for signs in all categories.

- (2) For signs in categories (c) to (d), where an applicant is aggrieved by the determination of the Director of Transport and Water Services, the matter will be referred to the Council through the relevant standing committee for resolution.
  - (3) In determining applications for categories (c) and (d) signage, consideration will be given to avoidance of a proliferation of signs on the road network. Generally, only applications for premises located on properties remote from the major road network, ie located on roads below that of sub arterial designation in the road hierarchy, will be favourably considered.
  - (4) New or replacement signs for commercial facilities not listed in categories (a) to (e), including retirement villages, will generally not be approved.
  - (5) Requests for direction signs that do not satisfy the policy conditions but in the view of the Director of Transport and Water Services have extenuating circumstances will be referred to Council through the relevant standing committee for resolution.
7. Direction signs on declared roads

In addition to the aforementioned requirements, direction signs on declared roads shall meet any additional requirements specified in the "Metropolitan District Road Signing Guidelines" published by the Department of Transport and Main Roads.

**Related policies/legislation/other documents:**

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
-	Administrative	Metropolitan District Road Signing Guidelines
-	Legislation	Queensland Manual of Uniform Traffic Control Devices (MUTCD)
<a href="#">9002178</a>	Form	Application for Guide Sign