

School Road Safety Pavement Sign Consents – Guidance for Schools

What to consider when identifying locations for School Road Safety Pavement Signs

Signs must be visible to traffic approaching from any direction at a distance of not less than 75m.

- The signs must not be placed within 20m of a road junction.
- Signs must not obstruct other premises or access to fire hydrants, gullies, manholes or apparatus of any statutory undertaker. Or, impede surface water drainage.
- Signs must not be placed in the carriageway (or contravene any Traffic Regulation Orders) or cause danger or nuisance to other highway users when stored or in use.
- At least 1.25m on the footway shall be kept clear at all times.
- Signs must be easily detectable by visually impaired and negotiated by those with mobility difficulties or using wheelchairs.

Full conditions are detailed on the Road Safety Pavement Sign Consent application form.

The application process

- Schools are required to hold £10 million Public Liability Insurance which covers the whole of the consent period.
 - Schools should email the Highways Operation Centre (HOC) highwaylicences.and.encroachments@hants.gov.uk to request an application form for School Road Safety Pavement Signs.
 - HOC will email the school an application form which they should complete and return along with:
 - Plan showing the location/s where the School Road Safety Pavement sign/s is to be erected.
 - Photo/image of the School Road Safety Pavement sign/s.
- * Please provide the school admin email address on the application form, not that of an individual. This is to ensure that all correspondence, including notification of expiry of the consent is sent directly to the school.*
- Please allow 20 working days from the date the completed application is submitted for the application to be processed.
 - HOC will carry out an initial review of the application and contact the school if there is any information missing.
 - HOC will pass the application to an Engineer for assessment.
 - Following the Engineer's assessment, HOC will notify the school of the outcome. If it is approved the school will receive an Approval Notice.
 - The Travel Planning Team will be notified of the outcome of the application.

For further advice on the application process, please contact highwaylicences.and.encroachments@hants.gov.uk and for advice on road safety initiatives the Hampshire County Council Travel Planning Team at Travelplans@hants.gov.uk.