

13 October 2005

Dear Applicant

APPLYING FOR AN AMENITY SIGN

Procedure:

1. Read the attached guidelines, complete the application form and return it to the Roads and Traffic Unit for approval
2. If approved, Roads and Traffic will send you an invoice
3. Return the invoice with payment to Roads and Traffic
4. Your sign will be ordered and duly installed (allow three weeks for manufacture and installation)

Note that signs sited on State Highways require approval from Transit New Zealand – contact the local Transit office for procedures.

Should you require any further information please contact Rob Bullick on the number below.

Yours faithfully

Rob Bullick
Contracts Supervisor Traffic Services

Municipal Offices, 5th Floor
Garden Place, Hamilton
Phone: 07 838 6871
Fax: 07 838 6440
Email: rob.bullick@hcc.govt.nz

Ref: Amenity Sign Application Letter



APPLICATION FOR AMENITY SIGNS

GUIDELINES

Amenity signs are used where street name signs provide less than adequate directions to certain public amenities, eg community hall. Signs are in a format similar to street name signs, having blue lettering on white background (or white on brown for amenities with significant tourist activity).

To avoid excessive clutter and to ensure consistency of signage, HCC has adopted a policy of approving signs only where such amenities:

1. offer facilities or services available to the wider community; and
2. regularly attract visitors likely to be unfamiliar with the area

Signs are to be generic in nature, rather than displaying specific trade names, and shall not be permitted where the amenity is sited on a recognised main (principal or arterial) road.

COSTS

All installation and ongoing maintenance work shall be carried out by HCC's signs contractor, with all costs being the responsibility of the applicant.

Supply and install sign name plate	\$135:00
Supply and install pole	\$49:00
Cost per sign (Inclusive of GST)	\$184:00

SITE DETAILS

Name of Organisation:

Location of Site:

Nature of Public Amenity:

.....

Expected Numbers and Frequency of Visitors:

.....

SIGN DETAILS

Proposed Location(s) (Maximum of 2) :

.....

Wording (Maximum 16 Letters):

APPLICANT DETAILS

Name: Contact Phone Number:

Postal Address:

Signature.....

Return to:-
Traffic Services Manager, Roads and Traffic Unit, Hamilton City Council, Private Bag 3010, Hamilton

Office Use

Sign Approved YES NO Receipt N° Work Order N°