



**PORT STEPHENS**  
C O U N C I L

**Information & Direction Signs  
in Road Reserves Code**

# Table of Contents

- Purpose ..... 3
- General Principles ..... 3
- Method – Hierarchy Of Signs..... 4
- Cost ..... 5
- 1.0 Signs Hierarchy ..... 7
  - 1.1 Gateway Signs..... 7
    - 1.1.1 Gateway Signs – Sporting Complexes----- 7
  - 1.2 Locality Signs ..... 8
  - 1.3 Suburb Signs ..... 8
  - 1.4 Street Name Signs..... 9
  - 1.5 Facility Signs (White And Blue)..... 9
    - 1.5.1 Schools – Pre School, Primary School, High School, Tertiary Education AND  
Special Education ----- 9
    - 1.5.2 Boat Ramps AND PUBLIC WHARVES-----10
    - 1.5.3 Public Amenities-----10
    - 1.5.4 Medical Services-----11
    - 1.5.5 Emergency Services-----12
    - 1.5.6 Rest Areas -----12
    - 1.5.7 Airports-----13
    - 1.5.8 Visitor Information Centres-----13
    - 1.5.9 Marinas-----13
    - 1.5.10 Industrial Estates -----14
    - 1.5.11 Child Care / Long Day Care Centres-----14
    - 1.5.12 Accommodation-----15
    - 1.5.13 Community Facilities-----18
- 2.0 Directional Signs..... 23
  - 2.1 Advance Direction Signs..... 23
  - 2.2 Intersection Direction Signs ..... 23
  - 2.3 Tourist Direction Signs (White And Brown)..... 23
    - 2.3.1 Interpretive Sign -----24
- 3.0 Advertising Structures..... 26
  - 3.1 Bus Shelters ..... 26
  - 3.2 Sandwich Boards..... 26
  - 3.3 Banners ..... 26
  - 3.4 Vehicles ..... 26
  - 3.5 Awning/Hoarding ..... 26
  - 3.6 Identilites ..... 26
- 4.0 Regulatory/Warning/Advisory ..... 28
  - 4.1 Regulatory ..... 28
  - 4.2 Warning ..... 28
  - 4.3 Advisory Signs ..... 28
- 5.0 Open Space..... 30
  - 5.1 Directional..... 30
  - 5.2 Advertising ..... 30
  - 5.3 Informational..... 30
- References And Further Information ..... 30
- Appendix A ..... 32

## Overview

This code aligns with the Information and Direction Signs in Road Reserves Policy. This code addresses the issue of signposting within the road reserve, Council owned property and private property. Its purpose is to assist in assessments regarding signage, but is not to be used exclusively.

This code acknowledges that other forms of legislation and instruments such as SEPP Infrastructure and SEPP64 may take precedence over this policy. This code provides a level of detail that is not covered in these SEPPS.

## Purpose

To provide a safe, effective and efficient network of signs to guide motorists to Tourist Services, Community Facilities and natural features within Port Stephens. Motorists should be guided to the **Suburb**, then the **Street** and finally the **Facility**.

It is the intention of this code to cover roads and reserves under Council's care and control, it does not include state roads. Signs on state roads will be determined by Transport for New South Wales (TfNSW).

## General Principles

The following general principles need to be observed in the implementation of this Code:

- (a) Tourist and Services signing is primarily about traffic management through the efficient and safe direction of traffic to facilities. Except for gateway signage, signs are not to be used for advertising or promotion.
- (b) Sign of facilities is only one part of an effective visitor or traveller information system. The signposting system is supplementary to maps, other printed material and advice through various other media.
- (c) Signs need to be user friendly and meaningful to the traveller. Consistent application amongst road authorities of the sign design and content requirements of this code is essential to ensure that signs are recognised as authoritative providers of information. This code does not therefore generally permit design variations.
- (d) Use of fewer signs and more attention to their placement will result in less visual clutter and a more favorable travelling environment.
- (e) This code should be read in conjunction with other Port Stephen Council documents, not limited to Council's Technical Specification series that may define, for example, sign type details that are different than those contained within this code. Wherever inconsistencies are discovered between Council published documents and this code, clarity should be sought directly from Council in writing.

## Method – Hierarchy of signs

### Gateway, Locality, Suburb, Street then Facility

- Establish road network hierarchy to determine signposting locations

The following roads are classified as major roads in their localities:

Adelaide Street	Irrawang Street	Port Stephens Street
Bagnall Beach Road	Italia Road	Raymond Terrace Road (state road)
Benjamin Lee Drive	Lemon Tree Passage Road	Richardson Road (state road)
Blanch Street	Lisadell Road	Salamander Way
Brandy Hill Drive	Marine Drive	Sandy Point Road
Bucketts Way	Masonite Road	Seaham Road (state road)
Butterwick Road	Medowie Road	Shoal Bay Road
Cabbage Tree Road (state road)	Mount Hall Road	Soldiers Point Road
Church Street	Nelson Bay Road (state road)	Stockton Street
Clarence Town Road	Nelsons Plains Road	Swan Bay Road
East Seaham Road	Newline Road	Tarean Road
Ferodale Road	Old Punt Road	Tomago Road (state road)
Gan Gan Road	Oyster Cove Road	Victoria Parade
Government Road	Pacific Highway (state road)	Warren Street
Grahamstown Road	Paterson Road	William Street
High Street	Paterson Street	William Bailey Street
Hinton Road	Port Stephens Drive	Woodville Road

Signs on roads listed above will be assessed by Port Stephens Council with the exception of those marked 'state roads', these need the approval of TfNSW.

#### Signs off 'state roads'

All facilities located off a 'state road' will not be dealt with under the guidelines of this code but will be subject to an application and approval from TfNSW.

#### Signs on local roads off 'state roads'

Facilities that are located off the local road that joins the 'state road', shall be included on a reassurance sign located near the junction of the 'state road'. These facilities must conform to the Approval Criteria of this code for that facility and be signposted on the local road that joins the 'state road'. A maximum of eight (8) facilities will be signposted on the reassurance sign.

#### Signs on major roads through Suburbs

These facilities must conform to the Approval Criteria of this code for that facility. A maximum of three (3) facilities will be signposted at an intersection. All other roads within Port Stephens Council will be considered as minor roads and be assessed by Council. Facilities located on the listed major roads will not be signposted from that road unless otherwise specified in the relevant sections. Signs should guide motorists to the *Suburb*, then the *Street* and finally the *Facility*.

**Cost**

A signage application costs will be met by the applicant or benefitting party, except for Emergency Service and Not for Profit Organisations. Costs for all aspects of the sign's lifecycle including but not limited to its design, purchase, installation, and 10 years of maintenance for the applicants consideration and payment prior to any installation. Where a sign has been made redundant or deteriorated to a level unacceptable to Council, whether naturally or otherwise, the sign must be removed at the benefitting party cost. Any desired replacement of the signage will be considered as new sign.

# **1.0 SIGNS HIERACHY**

## **1.0 SIGNS HIERARCHY**

### **1.1 GATEWAY SIGNS**

#### **Definition**

Gateway signs are a form of tourist information signs which may be provided on the approach to tourist regions. They include a promotional content such as a welcome to arriving tourists, a regional theme, tourist attractions related to that theme and the availability of tourist information. They are designed to be read from a vehicle moving at the prevailing traffic speed.

#### **Approval Criteria**

Consultation on the site, sign legend and content is a matter for Council, the relevant regional tourism organisation, TfNSW and Tourism New South Wales. The Tourist Attraction Signposting Assessment Committee (TASAC) is the appropriate forum for these detailed considerations.

#### **Sign Type**

The sign shall be a sign as approved by the relevant body such as Council or TASAC.

#### **Location for sign**

Port Stephens Gateway signs should be located on the major roads entering or leading to the Port Stephens area. These signs would generally be located on major roads under the control of TfNSW and may be reviewed TASAC.

The following locations should be considered:

- Pacific Highway and New England Highway at Hexham
- Pacific Highway at Karuah
- Nelson Bay Road at Fern Bay
- Raymond Terrace Road at Nelsons Plains
- Paterson Street at Hinton
- Clarencetown Road at Woodville
- Paterson Road at Duns Creek
- Clarencetown Road at Glen Oak
- Bucketts Way at Limeburners Creek
- East Seaham Road, East Seaham

#### **1.1.1 GATEWAY SIGNS – SPORTING COMPLEXES**

##### **Definition**

Sporting complexes may have gateway signs erected with the name of the sporting complex on those signs.

##### **Approval Criteria**

Consultation on the site, sign legend and content is a matter for Council, the relevant regional tourism organisation, TfNSW and Tourism New South Wales.

##### **Sign Type**

The sign shall be a sign as approved by the relevant body such as Council.

### **Location for sign**

These signs may be erected near the boundary of sporting complexes.

## **1.2 LOCALITY SIGNS**

### **Definition**

A Locality sign depicts the geographic name given to a locality within Port Stephens. The sign can also include a distinguishing feature or logo for the locality.

Eg Tilligerry Peninsula

The sign is used to advise motorists they are entering a defined locality.

### **Approval Criteria**

Consultation on the site and sign legend and content is a matter for Council, the relevant regional tourism organisation, TfNSW and/or nominated locality committee representatives. The Tourist Attraction Signposting Assessment Committee (TASAC) can be the appropriate forum for these detailed considerations.

### **Sign Type**

The sign shall include the locality name with a common emblem for that locality as agreed upon by the above committee. The legend and background colours should be conducive to legibility in style as well as size.

### **Location for sign**

The locality should be signposted at the boundary of the locality on all roads entering the locality.

## **1.3 SUBURB SIGNS**

### **Definition**

A Suburb sign is a sign stating the name of the town or village you are about to enter. The sign can also incorporate a distinguishing feature or logo for that suburb.

### **Approval Criteria**

Consultation on the site, sign legend and content is a matter for Council, the relevant regional tourism organisation, TfNSW and/or nominated locality committee representatives. The Tourist Attraction Signposting Assessment Committee (TASAC) can be the appropriate forum for these detailed considerations.

### **Sign Type**

The sign shall include the suburb name with a common emblem for that town as agreed upon by the above committee. The legend and background colours should be conducive to legibility in style as well as size. The sign may also include service symbol signs that meet TfNSW's criteria for service signs.

### **Location for sign**

The town should be signposted on the approaches on the major roads entering the locality.



## **1.4 STREET NAME SIGNS**

### **Definition**

Street name signs are used to indicate to all road users, the names of roads and streets under day and night time conditions. These signs should also indicate the locality they are within to assist with identification particularly on long roads that cross locality boundaries. Property numbers can also be shown on the sign

### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing black legend on a class 1 white reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm.

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a street or road name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing black legend or 80mm D series medium spacing black legend in two lines.

### **Location for sign**

These signs are for general use at all intersections. The sign should be positioned clear of pedestrian movements and point in the direction of the street or road. At intersections of major urban arterial roads, it may be necessary to provide additional street name information on advance to the intersection. In urban roundabouts, the sign may be located in the central island to replace the sight chevron.

### **Rural Road Addressing**

Several roads within Council's boundary have rural road addressing schemes in place. This scheme allows for better signposting of property addresses in rural areas to assist emergency services primarily. The scheme consists of the provision of a progressive numbering system based on distance from an origin point. When a side street intersects the numbered street, numbers for each direction along the numbered street should be displayed to assist motorists locating property addresses.

## **1.5 FACILITY SIGNS (WHITE AND BLUE)**

### **Definition**

Service signs direct motorists to essential facilities and services available to the general public within that locality only.

The Australian Standard AS1742.6 currently contains the set of approved symbols to be used for service signs.

### **1.5.1 SCHOOLS – PRE SCHOOL, PRIMARY SCHOOL, HIGH SCHOOL, TERTIARY EDUCATION AND SPECIAL EDUCATION**

#### **Approval Criteria**

The school must satisfy the criteria for a Pre School, Primary School, High School, Tertiary Education or Special Education facility. The school should be open and accessible to the public for the purposes of education.

### **Sign Type**

The sign shall consist of 100mm D series medium spacing class 1 white reflective legend on a class 1 blue reflective background stating the school name. There is no standard symbol for schools.

### **Location for sign**

The school should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.2 BOAT RAMPS AND PUBLIC WHARVES**

### **Definition**

A formalised location under the care and control of Port Stephens Council for the launching/retrieval and loading/unloading of marine craft.

### **Approval Criteria**

The boat ramp or wharf should be open and accessible to the public in all conditions. If the boat ramp is not accessible in all conditions, supplementary information should be included on the sign.

### **Sign Type**

The boat ramp sign shall consist of a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S21) on a class 1 blue reflective background. The size of the sign will be dependent on the speed limit on the approach road. The public wharf sign shall consist of 100mm D series medium spacing class 1 white reflective wording 'PUBLIC WHARF' on a class 1 blue reflective background.

### **Location for sign**

The boat ramp or public wharf should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.3 PUBLIC AMENITIES**

### **Approval Criteria**

The amenities should be open to the general public, as a minimum, during normal business hours (9.00am to 5.00pm).

### **Sign Type**

The sign shall be 200mm high street blade style with class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S16 or S16a) and class 1 reflective white 150mm C series narrow space wording 'AMENITIES' on a class 1 blue reflective background. (appendix A)

### **Location for sign**

The amenities should be signposted at the closest street to the amenities and at the position of the facility.

## **1.5.4 MEDICAL SERVICES**

### **1.5.4.1 HOSPITALS**

#### **Approval Criteria**

Hospitals shall only be signposted when a 24 hour casualty service or a connection to such a service is available.

#### **Sign Type**

The sign shall consist of a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S1) on a class 1 blue reflective background. The name of the hospital may be included on the sign if a number of hospitals are in that locality or to avoid ambiguity. The legend will be class 1 white reflective legend. The size of the symbol and legend will be dependent on the speed limit on the roadway. (appendix A)

No business or commercial name will be permitted.

#### **Location for sign**

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

### **1.5.4.2 MEDICAL CENTRES**

#### **Approval Criteria**

Medical Centres shall only be signposted when a 24 hour casualty service or a connection to such a service is available.

#### **Sign Type**

The sign shall consist of 100mm D series medium spacing class 1 white reflective wording 'MEDICAL CENTRE' and symbol (AS 1742.6 Appendix B Table B1 S1) on a class 1 blue reflective background.

No business or commercial name will be permitted.

#### **Location for sign**

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

### **1.5.4.3 VETERINARY CLINICS**

#### **Approval Criteria**

Veterinary Clinics shall only be signposted when a 24 hour emergency service or 24 hour access to such a service is available.

#### **Sign Type**

The sign shall be 200mm high street blade style with class 1 reflective white 80mm D series medium space wording 'VETERINARY CLINIC' on a class 1 blue reflective background. (appendix A)

No business or commercial name will be permitted.

### **Location for sign**

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.5 EMERGENCY SERVICES**

### **Definition**

NSW State Emergency Services (SES)  
NSW Rural Fire Service  
Fire and Rescue NSW  
NSW Police  
NSW Ambulance

### **Approval Criteria**

Emergency services are to be signposted when 24 hour service or a connection to such a service is available.

### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm.

The wording should be included on the sign to identify the type of emergency service available (State Emergency Service, Police, Fire Service, Rural Fire Service etc)

In locations where the road reserve is wide, (eg dual carriageway, rural roads), high speed roads or when a service name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines (appendix A)

### **Location for sign**

The sign should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.6 REST AREAS**

### **Definition**

A Rest Area is a roadside stopping place which, as a minimum, shall provide at least one picnic table in shade in an area where vehicles can safely stop clear of the travelled road.

### **Approval Criteria**

A Rest Area can be signposted if it meets the definition as above. Rest Area signs on major state roads will need the approval of TfNSW. Rest Area signs on local roads will need the approval of Port Stephens Council.

### **Sign Type**

The sign shall consist of a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S12) on a class 1 blue reflective background. The size of the sign will be dependent on the speed limit on the roadway.

### **Location for sign**

The feature should be signposted on the approaches to the facility and at the position of the facility.

## **1.5.7 AIRPORTS**

### **Approval Criteria**

An airport that provides regular commercial air services shall be signposted on all major roads to a maximum distance of 50km from the airport along all major travel routes.

### **Sign Type**

The sign shall consist of a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S11) on a class 1 blue reflective background. The name of the airport may also be included on the sign to avoid ambiguity. The legend will be class 1 white reflective legend. The size of the symbol and legend will be dependent on the speed limit on the roadway.

E.g. Newcastle Airport is actually located in the suburb of Williamstown.

### **Location for sign**

The airport signs should be used to indicate the route and entry point to the airport. The importance of a major airport requires that it be included as a normal destination on advance and intersection direction signs on state roads as determined by TfNSW. When airport indicators are to be placed alongside major roads, they should be placed in a prominent location, with arrow symbols indicating direction of travel.

## **1.5.8 VISITOR INFORMATION CENTRES**

### **Approval Criteria**

Signs shall only be displayed at facilities such that they are a manned Visitor Information Centre or unmanned information bay or information boards that are accredited in accordance with the Australian Tourism Accreditation Standard administered by Tourism New South Wales.

### **Sign Type**

The signs shall be in accordance with AS 1742.6 Section 2 Tourist Information Facilities.

### **Location for sign**

The sign locations shall be in accordance with AS 1742.6 Section 2 Tourist Information Facilities.

## **1.5.9 MARINAS**

### **Approval Criteria**

Signs should be present at Marina's on the proviso that they are principally the place for the birthing of vessels for private or commercial use and may also include service and maintenance facilities including a dry dock. Individual activities within the marina area will not be signposted separately such as boat repairs, dry docks, restaurants, boat hire, fishing tackle supplies and charter tours. The marina is considered to be the principle destination.

### **Sign Type**

The sign shall be 200mm high street blade style with class 1 reflective white 150mm D series medium space wording 'MARINA' on a class 1 blue reflective background. (appendix A)

No business or commercial name will be permitted.

### **Location for sign**

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.10 INDUSTRIAL ESTATES**

Industrial estates or areas of heavy industry pose a unique problem to signpost. Many industrial areas such as Tomago have more than one area. Estate names would help to identify different estates within the one locality. To reduce confusion, the estate could be named after the main access road into the estate. Further discussion within Council would need to be undertaken to determine if naming of industrial estates is appropriate.

### **Definition**

An estate or area deemed industrial by Council where the principle activity is industrial/heavy industry.

### **Approval Criteria**

The estate has more than 3 businesses established.

### **Sign Type**

The sign shall be 200mm high street blade style with class 1 reflective white 80mm D series medium space wording 'INDUSTRIAL ESTATE' on a class 1 blue reflective background. No business or commercial name will be permitted, apart from an estate name if applicable. (appendix A)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads, the sign size may be increased to a 300mm high panel sign with 120mm Mod E series white reflective legend. (appendix A)

### **Location for sign**

The sign locations shall be in accordance with AS 1742.6 Section 2 Tourist Information Facilities.

## **1.5.11 CHILD CARE / LONG DAY CARE CENTRES**

### **Definition**

A child care centre is a building or place used for child care as defined within the *Child Welfare Act*.

### **Approval Criteria**

The centre must provide pre-school care, long day care, before/after school care or a combination of the above.

### **Sign Type**

The sign shall be a 200mm high street blade style sign with 80mm D series medium spacing class 1 white reflective legend 'CHILD CARE CENTRE' in two lines on a class 1 blue reflective background (appendix A).

No business or commercial name will be permitted.

### **Location for sign**

The Child Care Centre should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.12 ACCOMMODATION**

### **1.5.12.1 ACCOMMODATION FOR THE AGED OR DISABLED**

#### **Definition**

Accommodation for the aged or disabled refers to residential accommodation which is used for or is intended to be used permanently as accommodation for aged persons or disabled persons. Accommodation of this kind may consist of hostels, a grouping of self-contained dwellings, a nursing home facility, respite care or a combination of the above.

#### **Approval Criteria**

The facility needs to be established and approval given to operate by Port Stephens Council. This type of accommodation should include facilities for the use or benefit of aged or disabled persons.

#### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (Retirement Village, Nursing Home, Aged Care, Hospice etc)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

No business or commercial name will be permitted.

#### **Location for sign**

The accommodation facility should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

### **1.5.12.2 MOTELS**

#### **Definition**

A motel is a building or buildings used substantially for overnight accommodation of travellers and their vehicles.

#### **Approval Criteria**

The motel shall have a minimum of 20 beds and an on-site booking office.

### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S6). The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (e.g. Motel)

In locations where the road reserve is wide, (e.g. dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

No business or commercial name will be permitted.

### **Location for sign**

The motel should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.12.3 HOTELS**

### **Definition**

A hotel is any building or buildings used for the purposes as specified in an hotelier's licence. Overnight accommodation of travellers and their vehicles may also be a facility the hotel provides.

### **Approval Criteria**

The hotel shall have a minimum of 20 beds and an on-site booking office.

### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S6 ). The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (eg Hotel)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

No business or commercial name will be permitted.

### **Location for sign**

The hotel should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.12.4 CARAVAN PARKS**

### **Approval Criteria**

The caravan park shall have a minimum of 20 sites for caravans/motor homes or a combination of sites for tents and overnight accommodation should be available to the public.



### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S9 or AS1742.6 Appendix B Table B1 S8). The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (e.g. Caravan Park)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines on a class 1 blue reflective background.

No business or commercial name will be permitted.

### **Location for sign**

The caravan park should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles. Advance signposting on the approaches to the caravan park are permitted if the road fronting the caravan park is a high speed road.

## **1.5.12.5 HOLIDAY ACCOMMODATION**

Establishments that offer accommodation other than caravans, mobile homes, tent sites, motels, hotels, bed and breakfast type accommodation. Such establishments would include backpackers, cabins, bungalows, hostels etc.

### **Approval Criteria**

The establishment shall have a minimum of 20 beds and an on-site booking office.

### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S6). The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (eg Cabins, Backpackers, Resort)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

No business or commercial name will be permitted.

### **Location for sign**

The establishment should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.12.6 BED AND BREAKFASTS**

### **Approval Criteria**

The bed and breakfast (B&B) establishment must be licensed and approval given to operate by Port Stephens Council.

### **Sign Type**

The sign shall be 200mm high street blade style with 80mm D series medium spacing class 1 white legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S6). The wording should be included on the sign to identify the type of accommodation service available (e.g. Bed & Breakfast)

No business or commercial name will be permitted.

### **Location for sign**

The B&B establishment should be signposted only in the street that it is located in to avoid ambiguity. If signposting is provided on other streets leading to B&B, motorists expect to find a B&B on that street.

## **1.5.13 COMMUNITY FACILITIES**

### **1.5.13.1 COMMUNITY GROUPS**

#### **Definition**

Community groups that are 'not for profit' groups are activity based not retail based. Combination of the above examples is the Scouts and Guides.

#### **Approval Criteria**

Groups that have their own facilities that are a recognised 'not for profit' organisation and conduct activities the general public can participate in, meet the approval criteria.

Groups that use community facilities that are a recognised 'not for profit' organisation and conduct activities the general public can participate in, do not meet approval criteria. The community facility will be signposted as per SECTION 2 Community Buildings.

#### **Sign Type**

The sign shall be 200mm high street blade style with class 1 reflective white 150mm D series medium space wording on a class 1 blue reflective background. (appendix A)

#### **Location for sign**

The facility should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

### **1.5.13.2 COMMUNITY BUILDINGS**

#### **Definition**

A community building is any building or buildings used for the purposes of the general community.

#### **Approval Criteria**

The building is open and accessible to the general public or on site contact details are available.

### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of building available (Community Hall, Council Administration Offices, Library, etc)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

### **Location for sign**

The building should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.13.3 SHOPPING CENTRES**

### **Approval Criteria**

A shopping centre shall have a gross leasable floor area of greater than 1000 m<sup>2</sup>. The shopping centre must also be of community significance and NOT located on a major road.

### **Sign Type**

The sign shall be 200mm high street blade style with class 1 white 150mm B series narrow space wording 'SHOPPING CENTRE' on a class 1 blue reflective background. (appendix A)

No business or commercial name will be permitted.

### **Location for sign**

The shopping centre should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.13.4 REGISTERED CLUBS**

### **Definition**

An establishment used by persons associated with, or a body incorporated for social, literary, political, sporting, and athletic or other lawful purposes whether of the same or of a different kind and whether or not the whole or part of such a building is the premises of a club registered under the Registered Clubs Act.

### **Approval Criteria**

The Registered Club will not be signposted if it is located within an existing community building such as a hall or school facility. These community facilities will be signposted under section 1.5.13 Community Facilities. All other Registered Clubs located within dedicated buildings will be permitted signposting.

### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing class 1 white reflective legend on a class 1 blue reflective background. The sign shall be

no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of club.

No business or commercial name will be permitted.

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or where a name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing black legend or 80mm D series medium spacing black legend in two lines.

### **Location for sign**

The establishment should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.13.5 PLACES OF WORSHIP**

### **Definition**

A place of worship is any building or buildings used for the purposes of religious worship.

### **Approval Criteria**

The place of worship will not be signposted if it is located within an existing community building such as a hall or community building. These community facilities will be signposted under section 1.5.13 Community Facilities. All other places of worship located within dedicated buildings will be permitted signs.

### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing class 1 white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of place of worship.

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or where a name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing black legend or 80mm D series medium spacing black legend in two lines.

No business or commercial name will be permitted.

### **Location for sign**

The establishment should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

## **1.5.13.6 CEMETERIES AND CREMATORIIUMS**

### **Approval Criteria**

The establishment be licensed and approval given to operate as a cemetery/crematorium under the guidelines specified by Port Stephens Council.

### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing class 1 white legend on a class 1 blue reflective background.

No business or commercial name will be permitted.

**Location for sign**

The cemetery/crematorium should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

**1.5.13.7 SERVICE CLUBS**

**Definition**

Rotary Club, Lions Club, Probus Club, Country Women's Association, etc

**Approval Criteria**

The club is an approved club under the guidelines specified by Port Stephens Council.

**Sign Type**

The sign shall include a logo or other information regarding meeting times, contact telephone number or venue. The sign material shall be aluminium and will measure no greater than 0.6m x 0.6m or have an area no greater than 0.36m<sup>2</sup>. The sign must not include any colours or design elements that are similar to road signs. For example, a sign depicting a 'STOP' sign, or similar.

**Location for sign**

The service clubs signs will be mounted to a common structure on the major road at the entrance to the locality the club is located in.

## **2.0 DIRECTIONAL SIGNS**

## **2.0 DIRECTIONAL SIGNS**

### **2.1 ADVANCE DIRECTION SIGNS**

#### **Definition**

Advance direction signs provide motorists with advance notice of directions to focal points (towns and cities) facilitating traffic movements in the safest and most direct manner.

#### **Approval Criteria**

These types of signs are generally approved of and provided by TfNSW.

#### **Sign Type**

The sign shall be class 1 white reflective legend on class 1 green reflective background.

#### **Location for sign**

The signs are located on the approaches to intersections or decision points.

### **2.2 INTERSECTION DIRECTION SIGNS**

#### **Definition**

Intersection direction signs provide motorists with directions to focal points (towns and cities) facilitating traffic movements in the safest and most direct manner.

#### **Approval Criteria**

These types of signs are generally approved of and provided by TfNSW.

#### **Sign Type**

The sign shall be class 1 white reflective legend on a class 1 green reflective background.

#### **Location for sign**

The signs are located on the approaches to intersections or decision points.

### **2.3 TOURIST DIRECTION SIGNS (WHITE AND BROWN)**

#### **Definition**

Tourist Direction signs (brown and white) are signs that guide motorists to features and tourist attractions of significant interest as determined by the Tourist Attraction Signposting Assessment Committee (TASAC).

Some of the typical features signposted are:-

- Major tourist attractions
- Tourist drives
- Tourist establishments
- Tourist features (scenic, geographic etc)
- Historical features
- Cultural
- Theme Parks
- Winery
- Museum
- Galleries
- Craft centres

- Zoo Parks

**Approval Criteria**

Consultation on the site and sign legend and content is a matter for the relevant regional tourism organisation, TfNSW and Tourism New South Wales. The Tourist Attraction Signposting Assessment Committee (TASAC) is the appropriate forum for these detailed considerations.

**Sign Type**

The sign shall be a sign as approved by the TASAC.

**Location for sign**

The facility or feature should be signposted as per the requirements of TfNSW manual, Tourist Signposting.

**2.3.1 INTERPRETIVE SIGN****Definition**

Signs which provide information about a feature, including the history or cultural significance.

**Approval Criteria**

These types of signs are approved of and provided by Port Stephens Council.

**Sign Type**

The sign shall be white legend on a brown background.

**Location for sign**

The signs are located at the feature.

eg The Marriage Trees located in King Street, Raymond Terrace



## **3.0 ADVERTISING STRUCTURES**

### **3.0 ADVERTISING STRUCTURES**

All advertising signs and structures within the road reserve (with the exception of Sandwich Board signs and Bus Shelter Advertising) require the submission of a Development Application which will require Council approval before signs will be permitted within the road reserve. Council does not generally approve advertising within the road reserve. Advertising may cause driver distraction and increase the risk of a crash.

#### **3.1 BUS SHELTERS**

Advertising signs are not permitted within the road reserve but are permitted on bus shelters. Where advertising is to be installed on a Council owned bus shelter, a bus shelter advertising application form will need to be lodged with Council and this application approved by Council. This application form can be found on the Port Stephens Council website.

#### **3.2 SANDWICH BOARDS**

Advertising is permitted on sandwich boards within the road reserve for the purpose of advertising adjacent to the business use. An application form can be found on the Port Stephens Council website.

#### **3.3 BANNERS**

Banners within the road reserve used for advertising businesses will not be permitted. However, banners that advertise events within that locality will be considered and approval assessed by Port Stephens Council. Applications should be made in writing to Council requesting Banner advertising for events.

#### **3.4 VEHICLES**

Advertising may be permitted on some vehicles within the road reserve in accordance with SEPP64.

#### **3.5 AWNING/HOARDING**

Advertising is permitted on awnings and hoardings within the road reserve through an application to Council.

#### **3.6 IDENTILITES**

Street furniture incorporating illuminated street name signs and an advertising panel on a single post are permitted within the road reserve however require a development application to be lodged with Council for approval.

## **4.0 REGULATORY/WARNING/ADVISORY**

## **4.0 REGULATORY/WARNING/ADVISORY**

### **4.1 REGULATORY**

#### **Sign Type**

Regulatory signs are enforceable by Police. A full listing of regulatory signs can be found on the Roads and Maritime website: <http://www.rms.nsw.gov.au>

Eg No Stopping, Stop sign, Give Way sign, Speed limit sign, etc.

#### **Approval**

All regulatory signs with the exception of speed limit signs are to be approved of by the Local Traffic Committee which comprises of technical representatives from N.S.W. Police, Council and TfNSW. TfNSW is the only authority for approving speed limits.

#### **Installation**

All regulatory signs with the exception of speed limit signs are to be installed by a Road Authority under the definition given within the Roads Act. Speed limits signs are the responsibility of TfNSW.

### **4.2 WARNING**

#### **Sign Type**

Warning signs give advance notice to motorists about specific hazards or road conditions ahead as per Australian Standard AS 1742.2.

Eg Curve warning signs, Crest warning signs, etc.

#### **Approval**

All warning signs are to comply with the warrants or criteria set out in Australian Standard AS 1742.2.

#### **Installation**

All warning signs are installed by Council.

### **4.3 ADVISORY SIGNS**

#### **Sign Type**

Advisory signs give advance notice to motorists about specific road conditions and geographic features ahead as per Australian Standard AS 1742.2.

Eg Road Subject to Flooding, Hunter River, Bridge height limits, etc.

#### **Approval**

All advisory signs are to comply with the warrants or criteria set out in Australian Standard AS 1742.

#### **Installation**

All advisory signs are installed by Council.

## **5.0 OPEN SPACE**

## **5.0 OPEN SPACE**

### **5.1 DIRECTIONAL**

- Open Space – with community facilities
- Recreation Facilities – tennis courts, football ovals
- Leisure Facilities

#### **Sign Type**

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm.

The wording should be included on the sign to identify the type of facility available (tennis court, swimming pool or the name of the reserve, oval, field)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a service name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

#### **Location for sign**

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

### **5.2 ADVERTISING**

Advertising signs are not permitted within the road reserve but are permitted within Open Space. Applications should be made in writing to Council to allow for a determination to be made. A development application may be required to be lodged dependent on the nature of the signage. Typically, advertising is not supported in any Council Open Spaces and any application will be reviewed on a case by case basis without reference to any previous positive or negative determinations.

### **5.3 INFORMATIONAL**

Informational signs are not permitted within the road reserve but are permitted within Open Space. Applications should be made in writing to Council to allow for a determination to be made. Applications for informational signage will be reviewed on a case by case basis without reference to any previous positive or negative determinations.

## **REFERENCES AND FURTHER INFORMATION**

- Port Stephens Council is the local Council which governs the Local Government Area of Port Stephens. They are also the Road Authority for this area in combination with TfNSW. Port Stephens Council is responsible for managing approvals for number of different signage types in this area. For further information see:

<http://www.portstephens.nsw.gov.au/>

- TfNSW is a NSW Government agency delivering safe and efficient journeys throughout NSW, managing the operations and programs of some roads and waterways. TfNSW is responsible in providing concurrence to Council requests and

acting as a Road's Authority and approval body under the Road Act. For further information see:

<http://www.rms.nsw.gov.au>

- Standards Australia is the nation's peak non-government, not-for-profit Standards organisation that produce the standard that most industries attempt to comply to, including those relating to signage. For further information see:

<http://www.standards.org.au>

- The Federal Register of Legislation lists out all the legislation residents, business owners, Councils or otherwise is required to follow in regards to signage installations and approvals. For further information see:

<https://www.legislation.gov.au>

- TASAC, The Tourist Attraction Signposting Assessment Committee is responsible for the assessment of applications for tourist signposting for the majority of tourist signposting needs in NSW. For further information see:

<https://www.destinationnsw.com.au/tourism/business-development-resources/tourist-attraction-signposting/about-tasac>

APPENDIX A



EXAMPLES ONLY



**CONTROLLED DOCUMENT INFORMATION:**

This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's website <a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>			
<b>EDRMS container No</b>	PSC2005-2795	<b>EDRMS record No</b>	24/70323
<b>Audience</b>	Community, Assets Section, Civil Assets, Staff and General Manager		
<b>Process owner</b>	Assets Section Manager		
<b>Author</b>	Civil Assets Engineer		
<b>Review timeframe</b>	Three years	<b>Next review date</b>	12 March 2027
<b>Adoption date</b>	04/11/1995		

**VERSION HISTORY:**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Details</b>	<b>Minute No.</b>
1	26 April 2005	Traffic Engineer & Project Engineer, Traffic & Road Safety	Policy Adopted By Council	101
2	25 Nov 2014	Civil Assets Engineer	Policy Amended and adopted by Council	318
3	9 Oct 2018	Civil Assets Engineer	Reviewed and revised content. Name Of Code Changed. EDRMS Container Changed. Roads and Traffic Authority replaced by Roads and Maritime Service throughout the code. Overview, 1.1, 1.5.7, 1.5.8, 1.5.9, 3.0 – 3.6, 4.1, 5.2, 5.3 - Reworded to improve purpose. General Purpose (5), Cost, 1.1, References – Addition of Information. Cost 1.1-1.5.13 – Removed	123
4	23 Feb 2020	Civil Assets Manager	Reviewed and revised content. Formatted to current style guide. Changed Roads and Maritime Service (RMS) to Transport for New South Wales (TfNSW) throughout the code. Page 4 – Method - Hierarchy of signs - Added Masonite Road, Port Stephens Street, William Street and removed Waterfront	030

Version	Date	Author	Details	Minute No.
			<p>Road.  Page 8 – 1.1 – Added East Seaham Road, Seaham.  Appendix B Table B1 – Added to AS 1742.6 throughout the code.  Page 18 – 1.5.12.1 – Removed including a class 1 white reflective symbol (AS 1742.6 s6 bed).  Page 23 – 1.5.13.4 – Removed 1976 from Registered Clubs Act.  Page 28 – 2.3 – Removed Traffic Engineering Manual Part 12.</p>	
5	12 March 2024	Civil Assets Manager	<p>Reviewed and revised content. Formatted to current style guide.</p> <p>Table of contents 5.0 remove Parks And Reserves and add Open Space.  Page 5 – Tarean Road added.  New clauses added 1.1.1 – Gateway Signs-Sporting complexes.  Page 15-17 - 1.5.12.1, 1.5.12.3, 1.5.12.4, 1.5.12.5, 1.5.12.6, 1.5.13.5, 1.5.13.6 – Added, No business or commercial name will be permitted.  Page 17 - 1.5.12.6 – B&amp;B added and wording Bed and breakfast removed.  Page 17 - 1.5.12.6 – Added, including a class 1 white reflective symbol (AS1742.6 Append B Table B1 S6). The wording should be included on the sign to identify the type of accommodation service available (e.g Bed &amp; Breakfast).  Page 26 - 3.0 – Added, Council does not generally approve advertising within the road reserve. Advertising may cause driver distraction and increase the risk of a crash.  Page 26 - 3.4 - reworded to improve content.</p>	034

Version	Date	Author	Details	Minute No.
			<p>Page 28 - 4.1 – Removed, with the exception of local traffic and shared zone &amp; who are the only authority for approving such signage.</p> <p>5.0, 5.1, 5.2, 5.3 – Removed, Parks and Reserves. Added, Open Space.</p> <p>5.1 – sporting complex removed.</p> <p>Page 5 - Cost</p> <p>Deletion of- Regardless of the nature of a, (for example if it is to be installed as part of development, benefits a private entity or otherwise), Signs should be designed to meet a minimum service life of ten (10) years, been in place for longer than 10 years and/or where it has, Where the sign relates to a facility, until such time that the facility exists and/or the facility ceases operations, the signage shall be managed under the above arrangement. On termination of a facility's operations all signage relating to the facility shall be removed at the facility managers cost. Where no direct benefitting party is identifiable or where the assessing officer makes a determination that costs will be met by Council, Council may meet the lifecycle costs of the sign in full or partially with the remainder to be met by the applicant as determined by the assessing officer.</p> <p>Page 5 – Cost</p> <p>Added , except for Emergency Service and Not for Profit Organisations . Costs, and 10 years of, for the applicants consideration and payment prior to any</p>	

Version	Date	Author	Details	Minute No.
			installation, been made redundant or, Any desired replacement of the signage will be considered as new sign Deletion of replaced and adding removed.	